



HOLMES JUNIOR COLLEGE

1986-1987 Bulletin

Please direct all correspondence concerning the following to the officers indicated:

ADMISSIONS - Director of Admissions and Records, Holmes Junior College, Goodman, MS 39079. Telephone: 472-2312

DORMITORY ACCOMODATIONS - (Goodman Campus Only) Dean of Students, Holmes Junior College, Goodman, MS 39079. Telephone: 472-2312.

FINANCIAL AID - Director of Financial Aid, Holmes Junior College, Goodman, MS 39079. Telephone: 472-2312.

GRENADA CENTER - Holmes Junior College, Grenada Center, 1060 Avent Drive, Grenada, MS 38901. Telephone: 226-0830.

RIDGELAND CAMPUS - Holmes Junior College, Ridgeland Campus, P.O. Box 840, Ridgeland, MS 39157. Telephone: 856-5400.

EVENING CLASSES, SUMMER SCHOOL, VOCATIONAL-TECHNICAL PROGRAMS - Contact the campus you wish to attend.

The information contained herein is official as of November 1, 1985. The College reserves the right at any time to make changes deemed advisable in the regulations, fees, and/or other charges, curricula and course offerings.

Holmes Junior College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, national origin, or handicap (unless job-related).

HOLMES JUNIOR COLLEGE

Vo. 61

1986

No. 1

BULLETIN

HOLMES JUNIOR COLLEGE

**Seventy-Fifth Session
Begins Monday, August 18, 1986**

Education is Training For Complete Living

TABLE OF CONTENTS

Board of Trustees.....	3
Boards of Supervisors	4
Calendar	5
Officers of Administration	7
Professional Staff	8
Faculty	10
Committees of the Faculty	18
Non-Instructional Staff	18
General Information.....	20
Admission Requirements.....	25
Academic Policies and Regulations	32
Expenses	41
Student Services	45
Courses of Study.....	56
Index	181

ACCREDITATIONS AND MEMBERSHIPS

Mississippi State Department of Education
Southern Association of Colleges and Secondary Schools
Mississippi Junior College Literary and Athletic Association
American Association of Community and Junior Colleges
Mississippi Association of Colleges

BOARD OF TRUSTEES

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D. P. McGowan, Jr., Vice-President	Yazoo City
Henry B. McClellan, Jr., Secretary (Non-Board Member)	Goodman
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Egbert J. Hines, Jr.	Tchula
William Dean, Jr.	Lexington
Jacob McClain	Lexington
Donald Wheelock	Lexington
Charles Donald	Goodman
W. Godfrey Campbell	Carrollton
James M. Alford	Vaiden
Dewitte Belk	Kosciusko
J. C. Foster	Kosciusko
Bennie Watson	Winona
Walter Alford	Stewart
Charles C. Perry	Grenada
Wade D. Henson	Weir
Ty Cobb	Ackerman
Melvin Ray	Canton
Ernest Adcock	Ridgeland
J. R. Davis	Eupora
Hugh Gibson	Eupora
Frank Trammell	Holly Bluff

**BOARDS OF SUPERVISORS
1986**

ATTALA COUNTY
Emmett McCrory, Jr.
David T. Fancher
Robert Ellard
Jesse J. Fleming
Colon Belk

CARROLL COUNTY
Freddy Mullen
Gordon Beckwith
Don Corley
Frank Lishman
Vernon Welch

CHOCTAW COUNTY
Hayes Mills
William W. Murphy
Paul W. Henson
Freddie J. King
Kenneth A. King

GRENADA COUNTY
Jimmy D. Beck
Homer Dale Trussell
Christopher C. Hankins
Steven T. Ross
Fred Carver

YAZOO COUNTY
R. L. Plunkett
Sam R. Berry
Bobby Ray Ragland
A. B. Hogue
Herman Leach

HOLMES COUNTY
Howard T. Bailey
William Green
H. A. McMullen
James R. Johnson
Odell Hampton

MADISON COUNTY
Pat H. Luckett, Jr.
J. S. Harris, Jr.
David H. Richardson
Karl M. Banks
J. L. McCullough

MONTGOMERY COUNTY
Percy Parker
Douglas Mills
Frank Weed, Jr.
Lenis Pearson
Benson Branch

WEBSTER COUNTY
Russell S. Turner
J. A. Knight
James B. Dean
Larry E. Crowley
H. Scott Harrington

CALENDAR 1986-87**SUMMER 1986****(Goodman Campus)**

June 2-June 20.....First Term.
 June 23-July 11.....Second Term.

(Grenada Center, Ridgeland Campus)

June 2-July 3.....First Term.
 July 7-August 7.....Second Term.

FALL 1986

August 14, 15.....Faculty meetings.
 August 17 (3:00 p.m.).....Dormitories open.
 August 18 (8:00 a.m.).....Orientation and registration.
 August 19 (8:00 a.m.).....Classes begin.
 September 1.....Labor Day holiday.
 September 2.....Last day for registration and adding courses.
 October 10.....Mid-semester grades due.
 October 13.....Last day for dropping a course without
 receiving a grade.
 November 26-28.....Thanksgiving holidays.
 December 15-18.....Final examinations.
 December 15 (8:00 a.m.).....Graduating sophomore grades due.
 December 19 (8:00 a.m.).....Final grades due.

SPRING 1987

January 12-13.....Orientation and registration.
 January 14.....Classes begin.
 January 26.....Last day for registration and adding courses.
 March 6.....Mid-semester grades due.
 March 9-13.....Spring holidays.
 March 16.....Last day for dropping a course without
 receiving a grade.
 May 11-14.....Final examinations.
 May 11 (8:00 a.m.).....Graduating sophomore grades due.
 May 15 (8:00 a.m.).....Final grades due.
 May 17 (3:00 p.m.).....Graduation.

HOLMES JUNIOR COLLEGE

6

CALENDAR 1986

JANUARY							APRIL							JULY							OCTOBER									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2	3	4				1	2	3	4	5				1	2	3	4	5				1	2	3	4
5	6	7	8	9	10	11	6	7	8	9	10	11	12	6	7	8	9	10	11	12	5	6	7	8	9	10	11			
12	13	14	15	16	17	18	13	14	15	16	17	18	19	13	14	15	16	17	18	19	12	13	14	15	16	17	18			
19	20	21	22	23	24	25	20	21	22	23	24	25	26	20	21	22	23	24	25	26	19	20	21	22	23	24	25			
26	27	28	29	30	31		27	28	29	30				27	28	29	30	31			26	27	28	29	30	31				

FEBRUARY							MAY							AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2	3						1	2						1
2	3	4	5	6	7	8	4	5	6	7	8	9	10	3	4	5	6	7	8	9	2	3	4	5	6	7	8
9	10	11	12	13	14	15	11	12	13	14	15	16	17	10	11	12	13	14	15	16	9	10	11	12	13	14	15
16	17	18	19	20	21	22	18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22
23	24	25	26	27	28		25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28	29
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MARCH							JUNE							SEPTEMBER							DECEMBER						
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						1	1	2	3	4	5	6	7							1	2	3	4	5	6		
2	3	4	5	6	7	8	8	9	10	11	12	13	14	7	8	9	10	11	12	13	7	8	9	10	11	12	13
9	10	11	12	13	14	15	15	16	17	18	19	20	21	14	15	16	17	18	19	20	14	15	16	17	18	19	20
16	17	18	19	20	21	22	22	23	24	25	26	27	28	21	22	23	24	25	26	27	21	22	23	24	25	26	27
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30	31																										

CALENDAR 1987

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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4	5	6	7	8	9	10	5	6	7	8	9	10	11	5	6	7	8	9	10	11	4	5	6	7	8	9	10
11	12	13	14	15	16	17	12	13	14	15	16	17	18	12	13	14	15	16	17	18	11	12	13	14	15	16	17
18	19	20	21	22	23	24	19	20	21	22	23	24	25	19	20	21	22	23	24	25	18	19	20	21	22	23	24
25	26	27	28	29	30	31	26	27	28	29	30			26	27	28	29	30	31		25	26	27	28	29	30	31

FEBRUARY							MAY							AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2							1	1	2	3	4	5	6	7
8	9	10	11	12	13	14	3	4	5	6	7	8	9	2	3	4	5	6	7	8	8	9	10	11	12	13	14
15	16	17	18	19	20	21	10	11	12	13	14	15	16	9	10	11	12	13	14	15	15	16	17	18	19	20	21
22	23	24	25	26	27	28	17	18	19	20	21	22	23	16	17	18	19	20	21	22	22	23	24	25	26	27	28
							24	25	26	27	28	29	30	23	24	25	26	27	28	29	29	30					
							31							30	31												

MARCH							JUNE							SEPTEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7		1	2	3	4	5	6			1	2	3	4	5				1	2	3	4	5
8	9	10	11	12	13	14	7	8	9	10	11	12	13	6	7	8	9	10	11	12	6	7	8	9	10	11	12	
15	16	17	18	19	20	21	14	15	16	17	18	19	20	13	14	15	16	17	18	19	13	14	15	16	17	18	19	
22	23	24	25	26	27	28	21	22	23	24	25	26	27	20	21	22	23	24	25	26	20	21	22	23	24	25	26	
29	30	31					28	29	30					27	28	29	30				27	28	29	30	31			

OFFICERS OF ADMINISTRATION**CENTRAL OFFICE**

M. R. Thorne	President
Henry B. McClellan, Jr.	Assistant to the President, Business Manager
Richard Newton	Academic Dean
Robert E. Irby, Jr.	Director of Vocational- Technical Education
Danny O'da Williams	Dean of Students
Thomas L. Davis, Jr. ..	Director of Continuing Education & Community Services, Institutional Research & Planning
Gene Richardson.....	Director of Admissions & Records
Wirt Hayes	Director of Financial Aid
Quinby Morgan	Director of Maintenance
Paul Byars	Industrial Coordinator

GOODMAN CAMPUS

Charles Shaw	Director of Vocational- Technical Education
Bennie Kimble	Athletic Director

GRENADA CENTER

Jack Holmes	Director
Bonita Cross	Director of Associate Degree Nursing

RIDGELAND CAMPUS

Carl Ray.....	Director
Joe A. Adams	Assistant Director
Margaret Johnson.....	Assistant Director/Counselor

KOSCIUSKO SKILL CENTER

David Jones	Director
-------------------	----------

PROFESSIONAL STAFF

- Kay Boggan Technical Librarian
 B.S., University of Southern Mississippi
 Additional Study: University of Mississippi,
 Mississippi State University
- Eloise Burden Assistant to Business Manager
 Holmes Junior College
 Additional Study: IBM (Jackson, Mississippi)
- Steve Caldwell Programmer and Data Processing Manager
 A.A.S., Holmes Junior College
 Additional Study: Delta State University
 IBM (Houston, Texas), Sperry-Univac (Houston, Texas; Atlanta,
 Georgia)
- Eugenia Collins District Librarian
 B.S., Mississippi State University
 M.Ed., Mississippi State University
 Additional Study: University of Mississippi
- Sherry L. Dallas Assistant to Academic Dean
and Veterans' Programs
 B.S., Mississippi State University
 Additional Study: Columbus College
- Glarry C. Dickey Counselor,
Career Skills Coordinator
 B.S., Delta State University
 M.Ed., Delta State University
- Terie Ellison Assistant Librarian
 B.S., Mississippi State University
 Additional Study: University of Southern Mississippi,
 Mississippi State University
- Ann Irby Director, Special Services
 B.M., Belhaven College
 M.M.Ed., Mississippi State University
 Additional Study: University of Arkansas,
 Mississippi State University
- Dale Lewis VIDS Supervisor
 B.S., Mississippi State University
 M.Ed., Mississippi State University
 Additional Study: Mississippi State University

John Lovett
B.S., Mississippi State University
M.Ed., Mississippi State University
Ed.S., Mississippi State University
Additional Study: University of Southern Mississippi
Delta State University
Vocational Counselor

Linda McEachern
A.A., Freed-Hardeman
B.S., Delta State University
M.S., Mississippi State University
Additional Study: Mississippi State University
Counselor, Grenada Center

Mary Sue Pratt
Louisiana Tech. University
Records Clerk

Joyce Rice
B.S., Troy State University
M.S.E., Auburn University
Additional Study: Troy State University, Auburn University
Assistant Librarian, Ridgeland Campus

Joan E. Rodgers
A.A., Holmes Junior College
B.S.E., Delta State University
M.L.A., University of Mississippi
Assistant Librarian, Grenada Center

Lynn Scribner
B.S., Mississippi State University
Additional Study: Mississippi State University
Director of Student Activities,
Yearbook, Cheerleaders

Robert Spight
B.S., Mississippi Valley State University
M.A., Mississippi State University
Additional Study: Mississippi State University
Counselor, Kosciusko Skill Center

James G. Williams
B.S., Mississippi State University
M.A.T., Mississippi State University
Additional Study: Mississippi State University
Director of Publicity

Emily P. Young
Holmes Junior College
Executive Secretary

FACULTY

- Betty Sue Adams LRC Math, Ridgeland
 B.S., Mississippi State University
 Additional Study: Mississippi State University
- Jeanette Alexander Business & Office, Ridgeland
 B.S., Mississippi State University
 M.Ed., Mississippi State University
 Additional Study: Mississippi State University
- Robert L. Arnett Communication Electronics
 Clarke College, University of Southern Mississippi,
 Mississippi State University, HJC Extension
- Stephen Badger Chemistry
 B.S., William Carey College
 Ph.D., University of Southern Mississippi
- Margaret Baggett Data Processing, Ridgeland
 B.S., University of Southern Mississippi
- James Bayne Sheet Metal, Kosciusko Skill Center
- James Bishop History, Ridgeland
- Johnny Blackstock Welding, Kosciusko Skill Center
 Mississippi State University
- Luther Boggan Mathematics
 B.S., University of Southern Mississippi
 M.S., University of Southern Mississippi
 Additional Study: Delta State University,
 University of Mississippi
- Mary Brantley English, Ridgeland
 B.A., Millsaps College
 M.A., University of Mississippi
- Bobbie Brewer Practical Nursing, Grenada
 R.N., Grenada Hospital School of Nursing
 Additional Study: University of Southern Mississippi
- Dell Bridges Reading, Writing, Study Skills
 B.S., Mississippi University for Women
 Additional Study: Mississippi State University
- Ray Bridges Assistant Football Coach
 B.S., Delta State University
 M.R.Ed., New Orleans Baptist Theological Seminary

Patricia Brown
 B.S.N., Indiana University
 M.S.N., Indiana University
 Additional Study: University of Tennessee-Memphis
 Memphis State University

ADN, Grenada

Sam P. Brown
 B.A., University of Southern Mississippi
 M.A., University of Southern Mississippi
 Additional Study: University of Southern Mississippi
 University of Mississippi

History and Political Science

Linda Bunch
 B.S., Mississippi College
 M.A., Mississippi College
 Additional Study: Mississippi State University
 Delta State University, University of Mississippi

English

James L. Burrell
 A.A., Holmes Junior College
 B.S., Mississippi State University
 Additional Study: University of Southern Mississippi,
 Mississippi State University

Welding, Brazing, and Soldering

Howard Butler
 B.A., Louisiana State University
 M.A., Louisiana State University
 Ed.S., Mississippi State University
 Ph.D., Mississippi State University

History

Richard Wayne Carter
 B.M.E., University of Montevallo
 M.C.M., New Orleans Baptist Theological Seminary
 Additional Study: University of Southern Mississippi
 Golden Gate Baptist Theological Seminary

Voice and Choir

Jama Chesteen

Data Processing

Thomas T. Chisholm
 B.A., University of Mississippi
 M.A., University of Texas
 Additional Study: Louisiana State University
 University of Texas, University of Strasbourg,
 La Sorbonne, Goethe Institute—Blaubeuren

French, German, and Organ

Donna Clark
 Accounting; Bus. Law;
 Bus. Math; Ridgeland

Christine Covington B.A., Millsaps College M.B.E., University of Mississippi Ed.S., Mississippi State University Additional Study: Mississippi State University	Accounting
Kathy Cox A.A., Holmes Junior College B.S., Mississippi State University M.Ed., Mississippi State University Additional Study: Mississippi State University	Sex Equity Program
Terry Cox B.S., Mississippi State University M.Ed., Mississippi State University	Industrial Education
Rita Davis B.S., University of Southern Mississippi M.Ed., Mississippi State University Additional Study: Mississippi State University, Southern Illinois University at Carbondale; Northeast Missouri State University	Business and Office
Betty Dodd	Home Health Aide, Kosciusko Skill Center
Kathy Duncan A.D.R.N., Mississippi University for Women Additional Study: University of Mississippi, Hinds Junior College, Wood Junior College	LPN, Kosciusko
Virginia Earnest	English, Ridgeland
Arlene Echols	Basic Education, Kosciusko Skill Center
Edward Ray Ellis Holmes Junior College Additional Study: Mississippi State University	Auto Body Repair
Lou L. Ferguson B.S., University of Arkansas M.Ed., Mississippi College	Child Care
Betty Floyd A.A., Holmes Junior College B.S., Mississippi State University Additional Study: Mississippi State University, Mississippi College	Child Care

- Johnny M. Fulce Head Football Coach
 B.S., Mississippi State University
 M.A., Mississippi State University
- Reba Gill English
 B.S., University of Southern Mississippi
 M.A., University of Southwestern Louisiana
 Additional Study: University of Southern Mississippi
 Delta State University, Mississippi State University
- Diane Green Data Processing, Grenada
 A.S., Mississippi Delta Jr. College
 Additional Study: IBM, Jackson, Mississippi
 IBM, Memphis Tennessee; Mississippi State University
- Chris Haley Drafting and Design
 B.S., University of Southern Mississippi
 M.Ed., Mississippi State University
- Josephine Haley English
 B.S., University of Southern Mississippi
 M.A., University of Southern Mississippi
 Additional Study: Mississippi State University
 University of Mississippi
- William Henson Psychology
 B.A., Millsaps College
 B.D., Emory University
 M.Ed., Mississippi State University
 Additional Study: Mississippi State University
- Amy Herrera Sciences, Ridgeland
 Beverly Higley ADN, Grenada
 B.S.N., University of Tennessee
 M.S.N., University of Tennessee
- Barbara Horton Employment Preparation,
 Kosciusko Skill Center
- Barbara House ADN, Grenada
 B.S.N., University of Miami
 M.N., University of Mississippi
 Additional Study: University of Mississippi
- Linda Hutchinson Cosmetology
 Holmes Junior College
 Additional Study: Mississippi State University,
 University of Mississippi, University of Southern
 Mississippi, Alexander City State Junior College,
 Auburn University, Mississippi Valley State University

Ann Irby	Piano
B.M., Belhaven College	
M.M.Ed., Mississippi State University	
Additional Study: University of Arkansas, Mississippi State University	
Lynda Irby	Business & Office
B.S., Mississippi State University	
M.Ed., Mississippi State University	
Additional Study: Mississippi State University	
Vahid Javid	Electronics, Ridgeland
James Jenkins	Machine Tool Operation/Machine Shop
B.S., Mississippi State University	
Additional Study: Mississippi State University	
Rita Jones	Speech, Theatre
B.S., Mississippi State University	
M.A., Mississippi University for Women	
Additional Study: Mississippi State University	
William Journey	Construction Skills Kosciusko Skill Center
B.S., Jackson State University	
Jo Kimble	Mathematics
B.S., University of Southern Mississippi	
M.Ed., Delta State University	
Ronald King	Residential and Light Industrial Electricity, KSC
Margaret Leverette	LPN, Grenada
Merilyn Long	ADN, Grenada
B.S.N., University of Alabama-Birmingham	
M.S.N., University of Alabama-Birmingham	
Lillie Lovette	Sociology, American Government
B.A., University of Mississippi	
M.S., University of Mississippi	
Additional Study: University of Mississippi Law School Jackson State University, Harvard University	
Leola McInnis	LPN, Canton
R.N.-B.S.N., William Carey College	
Additional Study: University of Southern Mississippi, Mississippi College	

Jerry L. McKibben

Heating, Air-Conditioning, and
Refrigeration Mechanics

Hinds Junior College, Northeast Junior College
Mississippi State University, University of
Southern Mississippi, Mississippi Valley
State University, U.S. Air Force

Jean Macon

LPN, Winona

A.D.N., Northeast Mississippi Junior College
Additional Study: Hinds Junior College

James Mahoney

Radio and Television Broadcasting

B.A., University of North Carolina

M.S., Syracuse University

Additional Study: Mississippi State University

W. A. Miles

Drafting and Design

B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: Mississippi State University

University of Southern Mississippi,

University of Mississippi

Inda Milner

Business & Office, Ridgeland

Dwight Myrick

Automotive Mechanics

B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: Ford Motor Training Center

and General Motors Company Training Center,

Memphis, Tennessee

Ricky Norris

Drafting & Design, Ridgeland

A.A.S., Holmes Junior College

Additional Study: Mississippi State University

Edmond A. Orr, Jr.

Mathematics, Ridgeland

Bobby Page

Agricultural Power Machinery

Mississippi State University

International Harvester Training Seminars

Automotive Training Institute

Holmes Junior College

Mississippi Valley State University

Sue Power

English

B.S., Mississippi University for Women

M.A., Mississippi State University

Additional Study: Mississippi State University,

University of Mississippi

- Dorothy Redd
Employment Preparation for Youth
Kosciusko Skill Center
- Janice Richardson
Business and Office
B.S., Mississippi State University
M.Ed., Mississippi College
Additional Study: University of Southern Mississippi
Mississippi State University
- Jimmy Rigby
Automotive Mechanics
General Motors Training School
Mississippi State University
University of Southern Mississippi
Automotive Training Institute
- Wesley David Rule
Mathematics
A.A., Holmes Junior College
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University
- W. C. Sanders
Industrial Maintenance
Kosciusko Skill Center
- Margaret Scarberry
Business & Office, Grenada
B.A., Mississippi University for Women
M.Ed., Mississippi State University
Additional Study: Delta State University,
Data General Corp., Atlanta, Georgia
- Gary A. Sheppeard
Band Director
A.A., Miss. Delta Junior College
B.S., University of Mississippi
M.Ed., Arkansas State University
- Hugh Shurden
Assistant Football Coach
A.A., Holmes Junior College
B.S., Mississippi State University
Additional Study: Mississippi State University
- Richard A. Sims
Zoology
B.S., Mississippi State University
M.S., Mississippi State University
- Sheila Sullivan
Women's Basketball Coach
B.S., University of Mississippi
M.Ed., University of Mississippi

Wayne Taylor
Holmes Junior College
Mississippi State University

Barbara Teague Vocational Individualized Development
System (VIDS) Center
B.S., Miss. Valley State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University,
University of Southern Mississippi

Kenneth W. Watkins Architectural Design & Construction Technology, Ridgeland

Charlotte Webb Clinical Coordinator, UMC
R.N., Gilfoy School of Nursing of Miss. Baptist Hospital
Additional Study: Hinds Junior College,
University of Mississippi, Jackson State College,
Mississippi College, William Carey College

Melba White
B.S., Athens State College
M.Ed., Mississippi State University
Additional Study: Mississippi State University

Julia Williams	Reading
B.S., Mississippi University for Women	
M.Ed., Mississippi State University	
Additional Study: Mississippi University for Women, Mississippi State University	

Judy Word
A.D.R.N., Mississippi Delta Junior College
Additional Study: Mississippi State University
Holmes Junior College

Lynn Wright Fashion Merchandising, Ridgeland
A.A., Holmes Junior College
B.S., Mississippi State University
M.Ed., Mississippi College
Additional Study: University of Southern Mississippi,
Memphis State University, Mississippi College

Stella Young
B.S., Alcorn State University
M.A., Mississippi State University

COMMITTEES OF THE FACULTY

The faculty is organized into the following standing committees:

Admissions

Curriculum

Student Affairs

Library

Discipline

Athletic

Absence

NON-INSTRUCTIONAL STAFF

The Reverend James Allen	BSU Advisor
Frances Autry	Dormitory Hostess, Yazoo Hall
Deena Barbee	Secretary, Grenada Center
Pearl Booth	Assistant Maintenance Engineer
Jean Carlisle	Secretary, Ridgeland Campus
Patty Cauthen	Campus Security Officer
David Comfort	Asst. Director of Maintenance, Ridgeland Campus
Sandra Cook	Secretary, Library
John L. Crayton	Campus Security Officer
Ricky Dees	Aide, KSC
Arthur Derrick	Aide, KSC
Eva Dickerson	Secretary, Admissions & Records Office
Ann England	Aide, KSC
Robert Farmer	Campus Security Officer
Kathryn Fortenberry	Secretary, Ridgeland Campus
The Reverend Walter Goldsmith	Wesley Foundation Advisor
Wautana Green	Dormitory Hostess, Grenada Hall
Virginia Hathcock	Secretary, Financial Aid Office
William Herron	Aide, KSC
James Holeman	Supervisor, Vehicle Maintenance & Repair
Gladys Lewis	Aide, KSC, Goodman Campus
Sherry McClellan	Receptionist; Switchboard Operator
Rufus McConnell	Manager of Food Service
Helen McKibben	Manager of Bookstore
Melanie Myrick	Secretary, Business Office
Jayne Nelson	Aide, KSC
Rosemarie Poynor	Aide, Grenada Center
Jamie Sample	Secretary

Tommy Sanders
Gale Sheppard
H. H. Spell
Vuna Summerlin
W. G. Taylor
Aline Thorne
Ruth Thweatt

Mechanic in Maintenance Dept.
Secretary, Student Services Office
Assist. Maintenance Engineer
Manager of Recreation Center
Assist. Maintenance Engineer
Secretary, Vocational-Technical Dept.
Bookkeeper; Aide, KSC, Goodman

GENERAL INFORMATION

HISTORY

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added; and in 1928-29 school session, the second year was added; making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant on the Goodman campus with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

As a result of extensive study and strategic planning conducted in 1981 and 1982 involving all segments of the junior college community, the decision was made to build new centers in the northern and southern ends of the geographically large district. The main purpose for the centers was to make the educational programs and services of the college available to a greater percentage of the district population. Under the leadership of the Board of Trustees, the new centers were planned and built in the communities of Grenada and Ridgeland and were occupied in 1985.

PURPOSE OF HOLMES JUNIOR COLLEGE

Holmes Junior College accepts as its purpose the development of the cultural, intellectual, spiritual, physical and occupational resources of the people—the youth and the adult of its district—so that they will become useful and efficient members of a democratic society and will increase their own qualities of living. To pursue this purpose, the college proposes to offer professional instruction at an affordable cost to the individual student.

Holmes Junior College accepts the philosophy that a junior college is not merely two years of continuing high school or just the first two years of college but is a separate entity. As a result, the program is two-fold, each phase being as important as the other: (1) to present an academic program at the conclusion of which the students are prepared to continue their education at a senior college; (2) to present courses for students whose needs are best met by vocational and technical programs.

To achieve this purpose, the specific aims of the college are as follows:

1. To make available to students quality education parallel to the first two years of senior college or university work in as many fields as is practical.
2. To offer additional vocational and technical courses in a variety of training areas and to provide as rapidly as possible other courses for which there is sufficient student demand and industrial need.
3. To provide personal, social, academic, and occupational guidance which will assist individual students in discovering their abilities, aptitudes, and interests; in making adequate adjustments to college life; and in obtaining information necessary to furthering their educational or occupational careers.
4. To provide an environment which is conducive to serious study and which will encourage student responsibility, leadership, and logical thinking.
5. To provide leadership in curricular and cocurricular activities which will promote intellectual, cultural, occupational, spiritual, and physical development of the student.
6. To provide courses (credit or non-credit) for personal enrichment or professional improvement.
7. To cooperate with the college community in providing facilities and activities which will be of benefit to the surrounding area.
8. To provide special programs to prepare students for educational and occupational skills supplementary to their academic, technical, or vocational program.

THE MULTIPLE-CAMPUS COLLEGE

The main emphasis in the organization and administration of the Holmes Junior College district is that it is a single, institutional entity with two campus locations and two centers.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course outlines, textbooks, and supplementary materials apply district wide. Close departmental coordination among campuses is an essential goal that will ensure uniform quality of instruction.

GOODMAN CAMPUS

The original campus of Holmes Junior College is located at Goodman, Mississippi in the eastern part of Holmes County. The campus is composed of one hundred ninety-six acres and twenty-four principle buildings. A lighted football stadium with a track around it, a baseball field, six tennis courts, faculty residences, and a six-acre lake complete the facilities of the campus.

The central offices for the administration of the Holmes Junior College district are located at the Goodman Campus. Personnel with district-wide responsibility include the President, Business Manager, Academic Dean, Director of Vocational-Technical Education, Dean of Students, Director of Continuing Education, Director of Admissions and Records, Director of Financial Aid, and Head Librarian.

Programs available at the Goodman Campus include university-parallel, six technical programs (Business and Office, Data Processing, Drafting and Design, Architectural Design and Construction, Child Care, and Radio and Television Broadcasting), and eight vocational programs (Agricultural Power Machinery, Auto Body Repair, Automotive Mechanics, Communication Electronics, Cosmetology, Heating-Air Conditioning-Refrigeration Mechanics, Machine Tool Operation-Machine Shop, and Welding-Brazing-Soldering).

The Goodman Campus has dormitory accommodations as well as student activities in varsity sports, band, and choir.

KOSCIUSKO SKILL CENTER

The Kosciusko Skill Center, established in 1965, is operated as an off-campus center and is located in a 22,500 square foot building on West Jefferson Street. It is funded under the Job Training Partnership Act. This center is a part of the Vocational Department and offers vocational training with counseling and remedial assistance as required by some students. Students in these courses could not attend regular vocational classes for various reasons, such as being a school dropout, having financial problems, and having travel restrictions. The students are referred individually by the local employment services. Courses vary in length from sixteen weeks to a maximum of fifty-two weeks. The Kosciusko Skill Center is funded by the Governor's Office of Job Development and Training through the State Department of Vocational Education. The programs operated in Kosciusko include Construction Skills, Sheet Metal, Welding, Employment Preparation, Industrial Maintenance, and Licensed Practical Nursing. Other programs operated through the center but at other locations include Licensed Practical Nursing programs at Canton, Lexington, and Winona; Home Health Aide in Winona and Yazoo City; Residential and Plant Electrical Maintenance in Durant; and an Employment Preparation course in Durant. All the courses except the LPN and Home Health Aide courses are open entry open exit courses; that is, students may enroll in these courses at any time of the year.

GRENADA CENTER

The Grenada center is a dynamic new addition to Holmes Junior College, opening with a full schedule of classes for the fall semester of 1985. Grenada, situated near picturesque Grenada Lake, is located on Interstate 55, some ninety miles south of Memphis, Tennessee, and seventy miles north of the home campus. Designed with plans for expansion, the beautiful new building which houses the center is on a 14-acre site.

The center offers a wide range of liberal arts courses that are transferable to four-year institutions. Holmes Junior College's associate degree nursing and licensed practical nursing programs are offered at the Grenada Center. Technical programs in business and office technology and data processing, utilizing state-of-the-art equipment, are also offered at the center. The Grenada Center supervises all health occupational programs offered in the Holmes Junior College district.

Evening credit and non-credit courses are offered, designed to meet the needs and interests of the area. The center also serves as a meeting place for a variety of educational type workshops, seminars, and conferences.

RIDGELAND CAMPUS

The Ridgeland Campus is located approximately four miles north of the city of Jackson and one-half mile north of the Natchez Trace and I-55 interchange. It is comprised of 40 acres at the intersection of West Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only one-fourth mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit.

Three buildings house the administration, data processing, business office, library, vocational individualized development system (VIDS), classrooms, laboratories, and shops. The totally new and modern facilities enable the Ridgeland Campus to offer a variety of academic and technical programs on both a full-time and part-time basis. All of the instructional programs are equipped with state-of-the-art equipment.

The primary purpose of the technical programs is to prepare students in specialized, "high technology" areas. High technology is defined as "programs in occupational areas which depend upon the use of the most advanced systems, machines, and devices to achieve a practical purpose." The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.

ADMISSION REQUIREMENTS

ACADEMIC AND TECHNICAL (Entering Freshman)

High School Preparation. A student must meet one of the following requirements: (1) graduated from a high school accredited by the regional accreditation association, or (2) taken the GED test and earned the minimum scores required for a state high school equivalency certificate, or (3) earned fifteen academic units from a high school that meets the accreditation standard listed above. The fifteen units must include three units of English, two of mathematics, one of science, one-half of civics, one-half of government, one-half of state history, and one of American History. Physical education and other non-academic units will not be counted toward the fifteen units.

A student who has attended high school during a fall semester and who wishes to enter an academic or technical program at the beginning of the spring semester on the basis of having earned 15 acceptable units must also have a letter of recommendation from his/her high school principal supporting this action.

Test Scores. An applicant for academic and technical programs must take the American College Test. A minimum score of 10 is required. A student with scores of 10-12 may be required to take one or more developmental courses at the discretion of his faculty advisor. (The ACT requirement is waived for an applicant who last attended high school five (5) years prior to date of enrollment at Holmes Junior College or who has earned a bachelor's degree from an accredited institution.)

A Part-Time Student must meet the same admission requirements as a full-time student, but will be allowed 9 weeks from the close of registration to complete requirements.

Probationary Admission. A student admitted under the 5% exception clause (p. 28) who wish to enroll in an academic or technical curriculum with an ACT score of 9 shall be admitted on probation. He is required to earn at least nine semester hours and eighteen quality points his first semester or full time attendance. Failure to meet these minimum requirements shall result in the student being referred to the Academic Probation Committee. The Committee is authorized to take whatever disposition, including suspension or dismissal, they consider to be in the best interest of the student and the college.

An academic and technical student with an ACT score of 9 is required to enroll in Academic Foundations core his first semester. This curriculum consists of:

Developmental English I.....	3 hrs.
Math course based on placement test and student's major	3 hrs.
Reading course based on placement test	3 hrs.
Orientation	1 hr.
One course in student's major selected with advisor's approval	3 or 4 hrs.
Electives (band, choir, p.e., varsity sports)	1 or 2 hrs.
Total	13 to 16 hrs.

Foreign Students. The following items must be on file in the Admissions Office at least 30 days prior to the beginning of the semester of intended enrollment:

1. Application for Admission
2. Complete and official scholastic records
3. Scores on entrance tests
4. TOEFL scores
5. Affidavit of support
6. Room reservation fee

An applicant whose native language is not English is required to submit a score of at least 500 on the Test of English as a foreign language (TOEFL) or must have previous credit in English Composition I and II. Information regarding this test may be obtained by writing to: TOEFL, Educational Testing Service, Princeton, New Jersey, 08540.

Admissions Policy Pertaining to Immunization for Measles and Rubella.

1. A student (including a transfer) entering Holmes Junior College for the first time and enrolling for credit must document proof of immunization for measles and rubella.
 - a. Proof of immunization may be documented in the following manner:
 - (1) Documentation (month and year) of immunization which was received after the first birthday.
 - (2) Positive measles and rubella serology titer with date.
 - (3) Physician-documented history of having had measles with date of the disease. History of rubella is not acceptable.
 - b. Temporary exceptions - one semester.
 - (1) Pregnant woman.
 - (2) Woman suspecting pregnancy.
 - (3) Woman anticipating pregnancy within three months.

- c. Permanent exceptions.
 - (1) Medical disease which will cause a permanent contraindication to immunization.
 - (2) A person born prior to 1957.
- 2. Before being allowed to register, a student born in 1957 or later must present either of the following:
 - a. A Certificate of Compliance (furnished by the State Department of Health and available at physicians' offices and local health departments).
 - b. A Certificate of Exemption (furnished by the State Department of Health and available at physician's offices and local health departments). If the Certificate of Exemption is **temporary**, a new Certificate of Exemption or a Certificate of Compliance must be presented to register for the next term.

ENTRANCE REQUIREMENTS FOR DATA PROCESSING

The State Board of Vocational-Technical Education has set the following requirements for entrance into data processing:

- 1. A satisfactory score on a data processing aptitude test.
- 2. A composite score of 12 or higher on the ACT, 12 or higher on the math section, and 12 or higher on either the natural science or social science reading sections.
- 3. Students with an ACT composite of 11 may be admitted into an alternative data processing program.
- 4. Students with an ACT composite of below 11 may not be admitted into data processing.

VOCATIONAL

(For all except Practical Nursing)

High School Preparation. (1) A student must have attained the equivalent of a tenth grade education (8 units) at an accredited high school, or (2) must have taken the GED test and earned the minimum scores required for tenth grade equivalency as set by the State Department of Education.

Age. An applicant who is not a high school graduate must be at least 18.

Deposits. An applicant must deposit \$30.00 to reserve a place in a vocational class. This deposit is non-refundable but will apply toward student fees. It is valid only thru the first day of registration.

Tests. An applicant will be required to take the Career Planning Profile (CPP) and make satisfactory scores on the Test of Adult Basic

Education (TABE) prior to enrolling. Other aptitude and placement tests may be required at the discretion of the department. A minimum score on the TABE is required for admission. The individual program minimums are as follows:

Level 8

Communications Electronics
Cosmetology
Machine Tool Operation/
Machine Shop

Level 7

Heating, Air-Conditioning, and
Refrigeration Mechanics

Level 6

Agricultural Power Machinery, Automotive Mechanics, Auto Body Repair, Welding, Brazing, and Soldering.

Special Requirements for a Cosmetology Student. An interview with the instructor must be completed prior to admission.

Exceptions may be made for a limited number of students with demonstrated academic potential, but who do not meet the admission standards. The number of students admitted under the exception clause will not exceed 5% of the total number of entering freshmen the preceding year. Students may enter under the exception clause only by special action and permission of the Admissions Committee. The exception clause also applied to part-time students, both on and off campus. The exception limit will be calculated separately for full-time and part-time students.

PRACTICAL NURSING

Admission requirements to be met before a student enters training are:

1. The applicant shall be at least 18 years of age.
2. The applicant shall give evidence that he has completed the 12th grade in school or made an equivalent score on the GED Test.
3. The applicant shall make satisfactory scores on tests given by the Mississippi Employment Service and Holmes Junior College.
4. An applicant selected for the practical nursing program must take the ACT and have an official score report on file.
5. The applicant shall be physically and emotionally fit as established by a completed physical examination and recommendation of the examining physician.
6. The applicant shall meet the Admissions Committee, which after reviewing all records and interviewing the applicant, will make recommendations as to whether or not it thinks the applicant shows promise of becoming a good practical nurse. Records shall be kept of the interview.

The Practical Nursing program at Holmes Junior College is affiliated with five area hospitals.

ASSOCIATE DEGREE NURSING

The director and faculty of the Holmes Junior College Associate Degree Nursing Program have the final responsibility for selecting those students to be admitted or re-admitted to the Associate Degree Nursing Program. The number of qualified students admitted is based on the number of nursing faculty on staff. Standards for accreditation of schools of nursing in the state of Mississippi require that total enrollment be limited to a maximum of fifteen students per each full time or equivalent qualified nursing faculty member and that the student-faculty ratio in the laboratory shall be no more than ten to one.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Junior College. Candidates will be considered for admission to the nursing program conditional to meeting the following requirements:

1. Formal acceptance to Holmes Junior College.
2. In accordance with the Board of Trustees of State Institutions of Higher Learning associate degree admission criteria, a student must have an ACT score of 15 or higher. Each school is permitted a ten percent allowance for high risk students whose ACT scores are less than 15.
3. In accordance with the Board of Trustees of State Institutions of Higher Learning associate degree admission criteria, a transfer student (a student admitted in program other than nursing) with less than a score of 15 on the ACT must complete successfully a minimum of twelve semester hours or equivalent before being admitted into the nursing curriculum. The Student must have made at least a grade of **C** on the freshman courses of anatomy and physiology, both of which are included in the above twelve semester hours.
4. In accordance with the Board of Trustees of State Institutions of Higher Learning associate degree admission criteria, a licensed practical nurse with less than a 15 on the ACT and who wish to enter the associate degree nursing program must have made at least 500 on the licensure examination for the practical nurse.
5. Score of 11.9 or higher on the Nelson-Denny reading test. Score of 20 or higher on Basic Arithmetic Skills test.
6. Must attend an orientation session upon admission to the Associate Degree Nursing Program.

Admission to the nursing program is competitive. Those applicants showing the **greatest** potential for success in the program as indicated by the above criteria will be chosen for admission.

New classes will be admitted annually for the fall. The Associate Degree Nursing Program will accept men and women students, single or married, without regard to race, religion, creed or ethnic origin.

Notification of acceptance in the nursing program must come from the Director of Nursing, not the Admissions Office.

An applicant must be in generally good health. Upon admission satisfactory reports from family physician will be required as well as current recommended immunizations.

A letter of acceptance to the nursing program will be sent to each applicant selected for each class. It is required that an applicant confirm his intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within ten working days indicates that the applicant does not wish to accept the place reserved in the nursing sequence.

In addition to regular college fees, an associate degree student will incur expenses for such items as uniforms, textbooks, supplies, insurance, nursing organization and state board application fees, etc.

TRANSFER STUDENTS

A transfer student is defined as one who has hours attempted on his permanent record at another institution. In addition to meeting the same admission requirements as an entering freshman, a transfer student must have an official transcript sent from each institution previously attended.

A transfer student who is on academic probation or suspension at his last institution may be admitted to Holmes on probation. A student who is on disciplinary probation or suspension must petition the Admissions Committee for a special hearing.

A student who has successfully completed one semester (passed 12 semester hours and earned 24 quality points) at a regionally accredited institution shall be admitted in regular standing without regard to his ACT score.

Place of Residence. Holmes Junior College is supported by a nine-county district in central Mississippi. A limited number of out-of-state students may be admitted by special action of the Admissions Committee.

A student seeking admission to Holmes Junior College through special action of the Admissions Committee must first have an interview with a counselor and/or the Director of Admissions. A second interview may be required in some cases; if so, this would be held with the full Admissions Committee.

Non-Accredited High School. A student who attended a high school not accredited by the appropriate state or regional accreditation association may petition the Admissions Committee for special consideration. Factors that may be considered are high school grades, test scores, and intended major at Holmes.

SUMMER SCHOOL FOR HIGH SCHOOL JUNIORS

1. The student must have an overall B average on all work completed — this must consist of at least 12 academic units, i.e., physical education, band, choir, and other non-academic subjects can not be included.
2. The student must have a minimum ACT composite score of 20.
3. The student must have a written recommendation from either his high school principal or guidance counselor.
4. All courses taught during the summer session are open to Juniors, except those courses which the student would normally take during the senior year.
5. Full credit will be granted but will be reserved until the student either graduates from high school or is admitted to college as a full-time student.



ACADEMIC POLICIES AND REGULATIONS

ORIENTATION AND REGISTRATION

A first-time student must attend the scheduled orientation sessions. These will provide information about Holmes Junior College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed by each student before he will be accepted for enrollment at Holmes Junior College.

1. Complete and turn in an application form.
2. High school transcript and transcripts from any previous colleges must be in the Record's Office at Holmes Junior College.
3. An official American College Test score must be on file at Holmes Junior College for an academic or technical student.
4. TABE test results must be on file for a vocational student.

The following steps must be completed to be enrolled.

1. Take math reading placement tests if required.
2. Fill out registration cards.
3. Have I.D. picture taken.
4. Have picture made for the school annual.
5. Have schedule of classes approved.
6. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his not being accepted as a student at Holmes Junior College.

PROBATION AND SUSPENSION

An academic and technical student admitted under the 5% exception clause with ACT scores of nine will be admitted to Holmes Junior College on probation. An academic and technical student will be scheduled into the Academic Foundations Core, under which he will be required to pass at least nine hours and earn at least 18 quality points. This student must repeat any developmental courses he does not pass. Students failing to meet minimum standards of progress at the end of his first semester will not be eligible to return to Holmes as a full-time student in any academic or technical area until (1) his deficiencies have been corrected or until (2) he has remained out of school for at least one semester.

A student failing to meet minimum standards who elects to enter a vocational area the second semester may do so, but will be admitted on probation. He must earn at least a "D" average for his first semester of vocational work in order to be eligible to return to Holmes Junior College in that or any other vocational field.

An academic or technical student at Holmes Junior College must meet minimum standards of progress to remain in good academic standing. This means that a student must pass at least nine semester hours work and earn at least 18 quality points each semester. A student who does not meet these standards enters his second semester at Holmes on academic probation. A student who fails to meet minimum standards for two consecutive semesters will not be eligible to return to Holmes Junior College as a full-time academic or technical student until (1) his deficiencies have been corrected or (2) he has remained out of school for at least one semester.

A vocational student receiving a grade of "F" for two consecutive semesters will not be eligible to return to Holmes Junior College in any vocational field until he can in some way pull his grades up to an acceptable level or until he has remained out of school for at least one semester.

Any student failing 12 or more hours in one semester will be suspended and ineligible to enroll in any academic or technical courses the following semester. A student on academic probation will not be allowed to miss classes on "school business" trips.

CREDIT BY EXAMINATION

Credit will be allowed for any subject exam offered by Holmes through the CLEP provided a scaled score of at least 50 is reached. The general examination scaled score must be at least 500. Credit for the general examinations will be limited to six hours English Composition, three hours of history, three hours of biological science, three hours of physical science survey, three hours fine art, three hours of literature, and three hours of algebra.

Credit for Educational Experience other than the Standard College Classroom Experience. The total of all credits for this purpose shall be limited to thirty semester hours. This includes credit allowed for Veteran experiences in the Armed Services, all college level examination programs, television experiences through testing, extension credit and correspondence credit.

ABSENCES

Academic and Technical Absences. Registration for a section of a course makes the student responsible for attending that class until the course is completed unless an official withdrawal is completed. The college reserves the right to sever its relationship with any student who

is excessively absent. Absences are considered to be excessive when they exceed the number of times the course meets in two weeks. If a student incurs excessive absences in a class, his record will be reviewed by an absence sub-committee. Unless there are extenuating circumstances such as extended illness combined with no unexcused absences, the student will be administratively withdrawn from the class. The student may appeal to the full absence committee if he is not satisfied with the ruling of the sub-committee. The student must request in writing that a meeting be called to hear his appeal.

The student is responsible for all class work missed during absences, including school business absences. Additional make-up work for unexcused absences may be assigned at the discretion of the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings prior to giving the test), the teacher may elect to give the student an "F" on the test, or assign additional make-up work if the absence is unexcused.

A record of absences is to be kept in the teacher's grade book and turned in to the Record's Clerk on grade sheets at the end of nine weeks and at the end of the semester. The semester grade sheet will include the absences incurred during the first nine weeks. This report will consist of the number of absences, not the actual dates. These are for record purposes and will not show on the student's transcript.

Academic and Technical Excused Absences. Sickness off campus should be substantiated with: (1) a doctor's statement when attended by a doctor or dentist. (2) A statement from parents for absence of one or two-day duration when the absence is due to illness of a student or to a death in the family.

In cases of an absence due to personal business, any documentation such as receipts, court summons, military orders, etc., should be retained by the student. All excuses for absences should be presented to the instructors.

The Academic Dean's office issues school business excuses for students who represent the school at approved activities; such as, athletic events, club meetings, and field strips. School business excuses do not count toward the "cut-out" number in a class.

Academic and Technical Tardies. Students should realize that tardiness causes a delay and disruption of a class. Anytime a student establishes a pattern of being consistently tardy in a class, the teacher will send the student to the Dean. The Dean will then place the student on probation in this class. If the student continues in this pattern of tardiness, he may be removed from the class with a failure in the subject recorded on his permanent record.

When a student is tardy to a class, he must remain after class and inform the teacher he was tardy, not absent. Failure to do this may

result in his being reported absent. This will be impossible to correct at a later date.

Vocational Absences. No absences are excused, all time missed must be made up. Instructors shall report all absences daily to the counselor's office, where a master file will be retained on each student. A letter will be published daily and placed on the department bulletin board, showing absentees by course for the previous day.

Each time a student is absent for any reason, the instructor will inquire as to the reason for the absence. The student will be required to fill out an absence form (furnished by instructor), showing date of absence and reason indicated for absence and having the student's signature. The instructor will return this form to the counselor's office where it will be placed in the student's file.

On the third occasion of absence the student is placed on a probationary status. Notification of probation will be made in writing with copies to the student, parents or guardians, coaches (for athletes) and others deemed necessary. Any absence while on probation will result in a meeting of the Absentee Committee where a decision will be made as to termination from school or continued probation.

The Absentee Committee will be composed of a moderator (director or one of assistant directors), all instructors, and a student representative from each class. After hearing reasons for absence and other statements concerning absences, the committee will vote by secret ballot.

Vocational Tardies. Anyone reporting to class after 8:00 in the morning or 1:00 in the afternoon will be considered tardy. Three tardies will constitute an absence and make up work will be required. Anyone reporting to class more than thirty minutes late will be counted as absent for that day.

CHANGES IN CLASS SCHEDULE

Changes in a student's class schedule, including those initiated for a department's convenience, must first be approved by the appropriate administrative office for each campus center.

CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

Freshman

Sophomore

0-23 semester hours

24 and above semester hours

EXAMINATIONS

Regularly Scheduled Examinations. The regular examinations scheduled at the end of each semester are given beginning at 8:20 and ending by 12:20 in the mornings and beginning at 1:20 and ending by 3:20 in the afternoons. The complete schedule of examinations is announced during the semester.

Examination Permit. An examination permit must be obtained from the Business Office prior to reporting for any final examination.

Eligibility. No student is eligible to take an examination unless he is free from all arrearages in fees, such as laboratory or library fees, or fines.

Standards of Honesty. Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

Presence during Examination. If a student is present at all during the examination, he shall be regarded as having attended the examination, and will be so reported by the examiner.

Absence during Examination. Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

CREDIT AND GRADES

The Semester Hour. A semester hour is defined as the unit of credit value of work involved in attendance upon lectures or recitations for one class hour a week for one semester, or upon laboratory work varying from two to four hours a week for one semester.

Grade Symbols. A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

Passing Grades

A Excellent

B Good

C Satisfactory

D Lowest passing grade

Other Grades and Marks

F Failure

I Incomplete

W Withdrew

WP Withdrew Passing

WF Withdrew Failing

Grade Points. The value of each grade in grade points is as follows:
A. 4; B. 3; C. 2; D. 1; F. 0.

C Average. A "C" average is defined as having earned an average of two (2) quality points per semester hour attempted.

F. Grade. The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his work through the semester and his final examination; or (2) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his absence.

I Grade. An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. If an incomplete is not removed within the two weeks following the grading period, the grade automatically becomes an "F". This applies to both mid-semester and semester grades.

W Grade. The mark "W" is recorded if the student officially withdraws after the first two weeks but before mid-semester. No mark is recorded for a withdrawal made before the end of the second week of the semester.

WP and WF, A mark of "WP" or "WF" is recorded if the student officially withdraws after mid-semester but before the scheduled time for the final examination.

TRANSFER CREDITS

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Junior College. This credit will be reproduced on the permanent records of Holmes Junior College.

All transfer work will be evaluated for its applicability toward the requirements of a particular curriculum or major. This may vary from curriculum to curriculum and is determined by the Academic Dean of the College.

A student who has attended a non-accredited institution may validate up to twenty-four (24) semester hours of credit through the college level examination program.

In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training.

To meet the graduation requirements for an associate degree, transfer students must have an overall "C" average on all hours attempted as well as a "C" average on work attempted at Holmes Junior College.

Students who do not meet this requirement may become eligible for a Certificate of Graduation.

INSTITUTIONAL CREDIT

Holmes Junior College offers a small number of courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in developmental English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "0" in the course number.

COURSE REPEATS

If two or more final grades are recorded for the same course, all grades received in that course (not including W and WP) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be struck through and the course will be noted as repeated on the student's permanent record. It is the student's responsibility to request that a repeat card be filled out when he registers if he is repeating a course.

GRADE REPORTS

A report of the student's work is made at midterm and at the end of the semester. Students who desire a copy of these grades should make a request to the Record's Office. After one copy has been sent, a charge of one dollar will be made for additional copies.

STUDENT LOAD

The normal load for a student is sixteen semester hours. The minimum load for a full-time student is twelve semester hours. A student is allowed to take more than sixteen hours per semester when his normal schedule would call for this or when he has maintained an average of **B** or better. **No** student may take more than twenty-one hours in any one semester.

WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from school for any reason must secure a withdrawal form from a Counselor's office and have the form signed by the designated school officials. If a student is unable to withdraw in person, he should notify the appropriate administrative office and request a withdrawal form be initiated and completed. Failure to officially withdraw may result in WF's in all classes.

GRADUATION REQUIREMENTS

Holmes Junior College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, one-year technical certificates, and one-year or two-year vocational certificates. Each candidate for graduation (except vocational graduates) must have completed English Composition I and II, or English Composition I and be currently enrolled in English Composition II.

DEGREES AND CERTIFICATES

A candidate for the Associate of Arts degree must complete a minimum of sixty-four semester hours in an academic (college-parallel) program. The hours earned must be applicable to a bachelor's degree. The candidate must earn at least 128 quality points. English Composition I and II are required of all graduates. Additional requirements for music majors are stated on pages 70-72.

A candidate who completes the prescribed set of courses for the two-year technical programs shall be eligible for the Associate of Applied Science degree. The requirements also include earning a minimum of sixty-four semester hours, 128 quality points, and credit in English Composition I and II.

A candidate for the Certificate of Graduation must complete sixty-four semester hours. English Composition I and II are required of all graduates.

A candidate who completes the prescribed set of courses for the one-year technical programs shall be eligible for a special departmental certificate. The requirements also include earning a minimum of 32 semester hours, 64 quality points, and credit in English Composition I and II. The student must have a "C" average on the prescribed courses to include English Composition.

Residency. Twelve semester hours of residence credit is required for graduation.

A candidate who completes the required number of clock hours for the one-year and two-year vocational programs with a passing grade shall be eligible for a special certificate.

All candidates for graduation must file their applications for a diploma with the Records Office. December graduates must file during the first week of October; and any student graduating in May or during the summer session must file during the first week of February. Graduation fees (\$15.00 for May, \$7.50 for December) must be paid at these times.

A candidate shall not be eligible to receive a one-year technical certificate and an AAS degree at the same graduation.

Former students may transfer work back to Holmes Junior College to complete degree requirements subject to the following requirements and limitations:

1. The maximum amount of work that may be transferred back shall be 11 semester hours.
2. The student must complete the degree requirements and request the degree within one year after his last date of attendance at Holmes Junior College.
3. The student who completes the degree requirements in summer school must take the courses with Holmes Junior College if they are available.
4. The student's last semester of full-time attendance prior to completing the degree requirements must have been at Holmes Junior College.

TRANSCRIPTS

One transcript will be furnished each student free of charge. For each additional transcript, there will be a charge of two dollars.

STUDENT RECORDS

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Director of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants, scholarships, and loans); name, date, and place of birth, address, dates of attendance, major field of study, class rank, and quality point average. Transcripts are released only at the written request of the student.

EXPENSES

Entrance Fee

All full-time students pay an entrance fee of \$300.00 per semester. This fee must be paid at the beginning of the semester at the time the student registers. Payment of fees is a part of the registration procedure and failure to complete this step will void registration procedure for the individual.

Students are not required to pay special fees for laboratory courses. The entrance fee pays for the school paper, the I.D. card, and a post office box for each student.

An I.D. card is issued to each full time student as a step in his registration procedure. This card serves the student in many ways and should be in his possession at all times. The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Campus Bookstore, the Security Office, the Business Office, and Student Elections.

All students whose parents reside outside the state of Mississippi will pay a tuition fee of \$400.00 per semester in addition to the costs for district students. This fee is payable at the beginning of each semester and is non-refundable after the student has met classes.

There is a foreign student service fee of \$100.00. This is a one-time charge payable at the beginning of the first period of enrollment. (Effective August 1, 1982)

PART TIME STUDENTS

Students who enroll for less than 12 semester hours in the day program are classified as part-time students. The cost is \$36 per semester hour.

SPECIAL PLAN FOR SENIOR CITIZENS

Under a plan adopted by the Board of Trustees, persons sixty-five or retired persons over sixty-two may enroll for any class taught by the college without paying any fees except for equipment necessary for some vocational-technical classes.

ROOM AND BOARD

A dormitory resident will pay \$200.00 a semester for a room. This is collected in advance at the first of each semester and is non-refundable.

Board will be \$400.00 per semester or \$800.00 per year. It is due and payable at the beginning of each semester. However, upon request, the board payments may be deferred according to the schedule shown.

**Day Students
(Each Semester)**

1. Mississippi Students	\$300.00
2. Out-of-State Students	\$700.00

**Dormitory Students
(Each Semester)**

1. Mississippi Students	\$900.00
2. Out-of-State Students	\$1300.00

The preceding costs are due and payable at the time of registration each semester. Upon request, the following payment schedule may be allowed.

**Deferred Payment Calendar for
Dormitory Students**

Parents who do not find the following schedule for payments convenient may make special arrangements with the business office.

Fall Semester—on Entrance:

August 18, 1986	
September 29, 1986	\$634.00
November 10, 1986	133.00
	133.00

Spring Semester—on Entrance:

January 12, 1987	
February 23, 1987	\$634.00
April 6, 1987	133.00
Total for school year	133.00
	\$1800.00

NOTE: All costs are on a semester basis. The above dates for payment are for convenience only. Holmes Junior College reserves the right to change any charges published, when in the judgement of the administration, conditions justify doing this.

Students should have no trouble discerning that the payment on entrance consists of fixed fees of \$300.00 and the non-refundable room

rent of \$200.00 plus one-third of the semester cost for board of \$134.00. This totals \$634.00. The other two payments each semester are for board and each payment equals one-third of the semester cost for board which is \$133.00.

Out-of-State students pay \$400.00 per semester in addition to the costs for district students.

GRADUATION FEE

A graduation fee of \$15.00 is required of all students participating in the graduation ceremony. This is to pay for the cap and gown rental and for the diploma or certificate.

REQUIRED SPECIAL TOOLS AND/OR EQUIPMENT VOCATIONAL AND TECHNICAL

Agricultural Power Machinery	\$150.00
Auto Body Repair	100.00
Automotive Mechanics	150.00
Architectural Design and Construction	100.00
Cosmetology	75.00
Drafting and Design	50.00
Communication Electronics	125.00
Machine Shop	175.00
Heating, Refrigeration and Air Conditioning	200.00
Welding	100.00

Students should check with their instructor prior to purchasing books, tools, and supplies. Prices are subject to change.

DEPOSITS

Deposits are required for room reservations, for keys to dormitory rooms, and for assuring a place in certain vocational courses. Room deposits and vocational course deposits are non-refundable.

REFUND POLICY

- a. Fees — Thirty dollars of the \$300.00 entrance fee is for matriculation and is non-refundable. The remaining \$270.00 is refundable as follows:

One week or less	90 per cent
Less than two weeks	75 per cent
Less than three weeks	50 per cent
Less than four weeks	25 per cent
Four or more weeks	0 per cent
- b. Room rent of \$200.00 per semester is non-refundable.

- c. Board is refunded on the basis of weeks left in a semester after the week in which the withdrawal occurs. The date of withdrawal shall be the date of signing of the official withdrawal sheet by the business office. No reduction is made for absences of less than two continuous weeks (holidays excluded).
- d. Refund policy for veterans provides that a refund will be made upon application on a pro-rata basis to an eligible person (service man or active duty, veteran, or war orphan) in receipt of educational benefits pursuing courses of instruction on a vocational clock hour basis from the Veterans Administration under existing published laws.



STUDENT SERVICES

COUNSELING AND ADVISEMENT

The Guidance Department provides academic, social, personal, and vocational counseling for student in an effort to help with personal adjustment, establishing values, determining interests, and choosing vocational and career objectives. Counselors assist the student to formulate and clarify goals and evaluate intelligently his/her own abilities, personality traits, and openness to the experiences he/she is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems, but also to discuss ways of constantly improving the skills required for effective living.

ORIENTATION

The first day of school will include an orientation program designed to introduce students to college life and aid in making adjustments. Topics will include general school regulations, school activities, academic policies, and academic advisement. All new students must take part in the orientation program.

TESTING

Holmes Junior College is a test center for the American College Test (ACT), College Level Examination Program (CLEP), and General Educational Development Test (GED). Applications for each of these tests may be obtained from the Guidance and Student Services Building.

The Guidance and Student Services Department provides a variety of specialized tests for students. The various tests are administered, scored, and interpreted as the need arises, and are used as counseling aids.

PLACEMENT

Placement activities are designed to aid both the academic student and the vocational-technical student. A supply of senior college information is available in the Guidance and Student Services Department, and counselors are available to assist students in transferring. The vocational counselors assist the vocational-technical students in finding permanent employment.

HEALTH SERVICE

Holmes Junior College does not employ full-time health personnel. However, first-aid treatment is available from your dormitory supervisor, security officer, the Vocational-Technical Administrative office, or the Student Services office. In case of sickness or injury of a more severe

nature, contact the security officer on duty or the Dean of Students. In an emergency situation, students may be carried to a doctor or hospital by a security officer or ambulance. Parents will be notified.

Students are encouraged to avail themselves of local health services whenever necessary. These include doctors offices in Goodman and surrounding towns as well as hospitals in both Lexington and Durant.

Expenses for all medical treatment are the responsibility of each individual student.

FINANCIAL AID

Financial aid is available to help students meet postsecondary education costs through a program of grants (Pell Grant, Supplemental Education Opportunity Grants), work-study and scholarships. We assist students with applications for Mississippi Guaranteed Student Loans.

Holmes Junior College participates in the American College Testing Program Services (ACT) and the Application for Federal Student Aid; these are services that assist schools and agencies throughout the nation in determining a student's financial need. The ACT (Family Financial Statement) and the Pell Grant (Student Aid Report) are the documents used by Holmes Junior College to determine eligibility for financial aid. Either the ACT (Family Financial Statement) or the Pell Grant SAR (Student Aid Report) can be obtained from the Financial Aid Office.

In order for a student to be considered for the campus-based programs (Work-Study and Supplemental Educational Opportunity Grant), the student must have on file in the Financial Aid Office a Holmes Junior College Application for Financial Aid, ACT (Family Financial Statement) or the Pell Grant (Student Aid Report). Students must also have applied and be fully admitted to Holmes Junior College.

Applications for financial aid are requested as early as possible, but will be considered any time as long as there is money available.

For further information about the various financial aid programs, requirements, eligibility, student's rights and responsibilities, standards or progress, refund policy, etc., please refer to the Financial Aid Handbook or contact the Director of Financial Aid. The Financial Aid Office is located on the first floor of the Administration Building.

SCHOLARSHIPS

Academic and Technical Scholarships

President's Scholarship: This scholarship is designed to cover one half ($\frac{1}{2}$) the cost of tuition, room, and board at Holmes Junior College, with the exception of fees amounting to \$32. It is available to any full-time academic or technical student with an ACT composite core of 25

or higher. The student must maintain at least a 2.0 Q.P.A. his her first semester in order to be eligible to receive scholarship funds second semester. The student must have a cumulative 3.4 Q.P.A. or higher at the end of his her first year's work in order to be eligible to receive scholarship funds the sophomore year. The student who has less than the required 3.4 Q.P.A. but at least a 3.0 Q.P.A. at the end of his her first year will be eligible for the Dean's Scholarship for the sophomore year.

Dean's Scholarship: This scholarship is designed to cover the cost of tuition at Holmes Junior College with the exception of fees amounting to \$32 for the entire year. It does not include room and board. It is available to any full-time academic or technical student with an ACT composite of 18-24. The student must maintain at least a 2.0 Q.P.A. his her first semester in order to be eligible to receive scholarship funds second semester. The student must have a cumulative 3.0 Q.P.A. or higher at the end of his her first years's work in order to be eligible for scholarship funds the sophomore year.

REGULATIONS FOR DEAN'S AND PRESIDENT'S SCHOLARSHIPS

Out-of-state students are not eligible for either of these scholarships.

Students eligible for the President's and Dean's Scholarships are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc. up to, but not exceeding, the published costs of Holmes Junior College.

Awards will be made to entering freshmen at the beginning of both the fall and spring semesters.

Awards will be made to transfer students at the beginning of the fall semester only.

Transfer students must meet same Q.P.A. requirements as native students.

Students who re-test and become eligible for either scholarship during a semester will not receive their award until the beginning of the next fall semester, provided they enroll as full-time academic or technical students.

Valedictorian and Salutatorian Scholarships: Valedictorians and Salutatorians from high school in the Holmes Junior College District are eligible for a \$100.00 award, provided they have an ACT composite score of at least 18.

*No out-of-state students are eligible to receive academic and technical scholarships.

Athletic Scholarships

Grant-in-Aid Scholarships are awarded in football and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Junior College District. A limited number of out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which he/she is interested at the college.

Music Scholarships

Band (Instrumental) scholarships are available to musically talented students who desire to participate in the Holmes Junior College Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates (Marching, Concert, Pep, Jazz, HJC Dancers, Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently.

Choir (Vocal) scholarships are available to students who are musically talented who desire to participate in the HJC Choral Program. Auditions are required for all scholarships of this type. Students may hold vocal scholarships concurrently with band scholarships.

Keyboard (Piano and Organ) scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships. **Students may receive music scholarships awards concurrently with other scholarships, up to, but not exceeding, the published cost of attending Holmes Junior College.**

Drama Scholarships

Scholarships are based on talent and performance. These scholarships, available to students interested in Drama, range from \$25 to \$100 per year, with awards being based on tryout performance and participation in the various presentations.

Cheerleader Scholarships

Scholarships are available to cheerleaders at a rate of \$250.00 per year. This scholarship will be awarded on a semester basis. Cheerleaders are chosen by a faculty-staff committee with selection based on performance at tryouts held in May. Applications are available from Guidance and Student Services.

*Students may receive scholarship awards concurrently with other scholarships, up to but not exceeding, the published cost of attending Holmes Junior College.

**Holmes Junior College
Development Foundation Scholarships**

(Mr. and Mrs. M. C. McDaniel Scholarship) The Mr. and Mrs. M. C. McDaniel Scholarship was established at Holmes Junior College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Junior College from 1928 to 1940. This award in the amount of \$400.00 is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Junior College during his/her two years at the institution.

Hilary O. "Prof" Thomas Memorial Scholarship: Friends of Hilary O. "Prof" Thomas have established this scholarship in honor of "Prof" Thomas, who was employed at Holmes Junior College from 1946 until his retirement in 1974. "Prof" Thomas, in addition to being head of the Agriculture Department for twenty years, served at varying times as high school principal, high school football coach, Dean of Men, Assistant Dean of Women, and Dean of Student Affairs. The award will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Junior College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity and financial need.

Frank B. Branch Memorial Scholarship: This scholarship is given in honor of Frank B. Branch, former President of Holmes Junior College from December 9, 1955, to June 30, 1976. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Junior College Scholarship Committee by his/her high school counselor.

The Dr. Paul B. Brumby Memorial Scholarships: These scholarships were established at Holmes Junior College in honor of Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. These scholarships are awarded each year to the student recommended by the nursing faculty in the Holmes Junior College Associate Degree Nursing Program at Granada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Junior College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program on the Goodman campus. The awarding of these scholarships is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.

The Evelyn H. Clark Memorial Drama Scholarship: This is awarded in honor of Mrs. Evelyn H. Clark, former speech instructor and drama

coach at Holmes Junior College. The Scholarship Committee of the Holmes Junior College Development Foundation will select a sophomore as the recipient of this award, based on talent, scholarship, character and dedication.

The Belk Family Scholarship: This is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Junior College and former president of the Alumni Association. Applicants must be from Attala County with first consideration given to graduates of Ethel High School. The Scholarship Committee will select the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship will be in the amount of full tuition charges.

Journalism Scholarship: A scholarship is available to the editor of the Grawl each year. This scholarship is based on ability, character, and leadership.

The Kay Hodges Scholarship: This scholarship was established at Holmes Junior College by the Hodges Family and her sister, Mellie Boyd. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Junior College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Junior College Scholarship Committee by his her high school counselor or principal.

The recipients of scholarships will be selected by the Holmes Junior College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals.

Students who would like to apply for scholarships should contact the Director of Financial Aid or the Director of Admissions for a Scholarship Application.

STUDENT HOUSING

There are three men's residence halls that provide space for 268 students. These are Attala, Motel, and Webster. Each dormitory has public telephone service, and all are air-conditioned.

There are two women's residence halls that provide space for 241 students. These are Grenada and Yazoo. Each of these dormitories has public telephone service and individual phone service is available. Each of the buildings is air-conditioned.

Rooms in the residence halls are furnished with single beds, dressers, chairs and tables. Students are accountable for the care of the room and furnishings.

Room reservations are made only after payment of a \$20 reservation fee. This fee is non-refundable. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

AUTOMOBILES

Students who wish to operate an automobile on the campus must register the car in the Office of the Dean of Students. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students—dormitory and non-dormitory alike.

BOOKS

Books and supplies may be purchased from the book store located in the Lorange Center. Both new and used books are available.

By careful buying and use of books, the cost may be kept to a minimum.

MAIL SERVICE

Student mail should be addressed to the student, Holmes Junior College, P.O. Box, Goodman, MS 39079. Students receive their mail through post office boxes. The fee for the boxes is \$1.00 a semester and is included in the general fees.

STUDENT CONDUCT

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and assemblies and have regard for college property.

Guides for routine campus and dormitory life are provided students through announcements, student meetings, bulletins, and student handbooks. Through action by the disciplinary committee a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes both on campus and at other locations in the district. These locations include Grenada, Winona, Yazoo City, Kosciusko, Canton, Ackerman, and Madison-Ridgeland.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, workshops, short courses, and other activities designed to meet particular needs.

VETERAN BENEFITS

Students who plan to attend Holmes Junior College under any type Veteran Educational Assistance Program should file a claim at the Academic Dean's Office in the Administration Building. In order to be eligible for VA educational benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A revised statement of the standards of progress and attendance that apply to all veterans under Chapter 106, 32, 34 and 35 of Title 38 are available to each student. A copy can be obtained from the Academic Dean's Office. This statement of revised standards of progress and attendance was approved by the State Approving Agency on May 16, 1980, and was implemented beginning with the fall semester of 1980. The statement is in compliance with VA Regulation 14253 (D).



CLUBS AND ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Student are urged to participate in their area of interest.

Band. Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HJC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

Cheerleaders. The purpose of the cheerleaders is to promote school spirit and interest in athletics. They consist of eight cheerleaders along with Bully and Ms. Bully mascots. They are selected in tryouts held in the spring.

Chess Club. Organized to promote the game of chess at Holmes Junior College; meetings are held regularly, and membership is open to all students and faculty members.

Choir. The choir is known for its high standards of excellence. Membership is by audition and is open to all students.

Coachmen. A vocal ensemble that performs popular and sacred music. Many concerts are given in district high schools and churches throughout the year. Membership is by audition and is open to HJC choir members.

HJC Collegiate Service Club. The HJC Collegiate Service Club is a service organization designed to promote better citizenship in your home, school, and country. The club sponsors many activities on campus each year and performs service projects on campus and in the community. Membership is open to all students.

Cosmetology Club. The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

Fellowship of Christian Athletes. Membership is open to all athletes, both those currently active and those not participating on an organized team. Dedicated to promoting Christian ideas both on and off the field of play.

The Creative Writing Club. Organized to provide an outlet for students to express themselves creatively in the writing of poetry, essays, drama, and short fiction. It is open to anyone interested in these forms of writing, as well as those who contribute writings for discussion at the meetings.

Holme-Towne Players. Organized to let students participate in acting, publicity, and backstage work. This club is known for its fine quality of production and is open to all students.

Delta Psi Omega. Delta Psi Omega is the national honorary dramatics fraternity in junior colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

Industrial Education Club. The purpose of the club is to promote good Industrial Education public relations through participation in professional organizations, student activities, and field trips. Membership is open to all Industrial Education majors, Engineering Technology majors and minors.

PASTE-Preschool Association of Students, Teachers, and Educators. The purpose of this club is to work for the best opportunities for young children and to work for improved educational standards and a better quality of life for every child. Membership open to all persons engaged in the education of young children or those interested in child development.

Phi Beta Lambda. Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students who are interested in a career in business.

Phi Theta Kappa. Phi Theta Kappa is the national scholastic honor society for junior colleges. Its purpose is to recognize intellectual achievement, and to promote character, leadership, and friendship among junior college students. Membership is by invitation and is conferred on those who "establish academic excellence," by having grades in the top ten per cent of the student body.

Religious Clubs. The Baptist Student Union, the Church of God in Christ, the Wesley Foundation, and Vespers aim to foster Christian faith and growth. All students are welcome at meetings and activities.

Student Government Association. Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

Student Nurses' Association. The Student Nurses' Association is a national organization. The purpose of NSNA is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamentals and current professional interests and concerns and to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. Membership is open to all students enrolled in the Associate Degree Nursing Program.

Vocational Industrial Clubs of America (VICA). Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

PUBLICATIONS

The Growl, official newspaper of the student body, is published nine times a year. Its purposes are to give publicity and to serve as a workshop or laboratory for students interested in newspaper writing, editing, etc.

Students interested in such work should make it known to the administration upon entering school so that the sponsor of *The Growl* can have this information as soon as possible.

The Horizons is the annual yearbook of Holmes Junior College and is published by a staff of students. Those who have had experience in the publication of high school annuals are urged to join the staff. Inexperienced students are welcome and can make a contribution toward the publication of the yearbook.

Reflections, published once each year, includes the best creative work submitted by Holmes students, faculty, staff, alumni. Work appearing in *Reflections* is judged by the members of Holmes Junior College English Department and a panel of students on the *Reflections* staff.



PROGRAMS OF STUDY

ACADEMIC EDUCATION

A Holmes Junior College student who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshman and sophomores at the senior college. HE SHOULD OBTAIN A COPY OF THE CATALOG OF THE COLLEGE TO WHICH HE PLANS TO TRANSFER AND USE IT AS A GUIDE IN SELECTING HIS COURSES.

The following programs and courses are representative of those required for the most frequently chosen majors. Substitutions may be made in any of the following programs if necessary to meet the requirements of a particular college. A student is not limited to the programs outlined on the following pages. By proper selection of his courses, he may meet the lower division requirements of many other academic majors.

ACADEMIC EDUCATION PROGRAMS GOODMAN CAMPUS

AGRICULTURE
FORESTRY AND WILDLIFE
LIBERAL ARTS CORE
PRE-ALLIED HEALTH
BIOLOGICAL SCIENCE
PRE-MEDICAL, PRE-DENTAL
PRE-PHARMACY
PRE-VETERINARY
COMPUTER SCIENCE
ENGINEERING
ELEMENTARY EDUCATION
MUSIC-INSTRUMENTAL
MUSIC-PIANO
MUSIC-VOICE

SECONDARY ED., ENGLISH,
SOCIAL ST.
SECONDARY ED., PHYSICAL
EDUCATION
SECONDARY ED., BIOLOGY
SECONDARY ED.,
MATHEMATICS
SECONDARY ED., BUSINESS
SECONDARY ED.,
INDUSTRIAL ARTS
INDUSTRIAL TECHNOLOGY
BUSINESS ADMINISTRATION
ACCOUNTING

*GRENADA CENTER

Associate Degree Nursing, other basic academic courses.

*RIDGELAND CAMPUS

Many basic academic courses.

*A student interested in attending one of these locations should contact a counselor prior to the beginning of the term for a schedule of the classes.



COURSES OF STUDY

Agriculture

First Year

First Semester

English	
Composition I.....	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Botany I	BIO 1313
College Algebra	MAT 1313
American National	
Government	PSC 1113
Physical Education.....	1
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Botany II	BIO 1323
*Math	3
Oral Communication	SPT 1113
Physical Education	1
Total	17 hrs.

Second Year

Because of the large number of majors available in agriculture, it is not feasible to suggest a core curriculum for the sophomore year. Students should select a minimum of 30 semester hours using a senior college catalog as a guide.

*MAT 1323 - Trigonometry or MAT 1333 - Finite Math.



Forestry and Wildlife

First Year

First Semester

English	
Composition I.....	ENG 1113
College Algebra.....	MAT 1313
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
Botany I.....	BIO 1313
Social Science.....	3
Physical Education.....	1
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Trigonometry	MAT 1323
General	
Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II.....	CHE 1221
Botany II.....	BIO 1323
Social Science.....	3
Physical Education.....	1
Total	17 hrs.

Second Year

First Semester

General	
Physics I.....	PHY 2414
Principles of	
Economics I.....	ECO 2113
Calculus IA.....	MAT 1613
*Organic Chemistry I	
or elective.....	CHE 2424
Total	14 hrs.

Second Semester

Principles of	
Economics II	ECO 2123
Dendrology	BIO 2313
Oral	
Communication	SPT 1113
Zoology I	BIO 2414
Humanities	
elective.....	3
Total	16 hrs.

*CHE 2424 required for Wildlife Option. Forestry majors should consult catalog before selecting electives.

Forestry and Wildlife majors must complete a special, eight-week summer session between the sophomore and junior years. Completion of the special summer session is prerequisite to enrollment in junior level professional courses in forestry. Transfer students should contact the forestry department at Mississippi State University during the month of February preceding completion of their fourth semester of college in order to arrange for attending the summer session.

HOLMES JUNIOR COLLEGE

Liberal Arts Core Curriculum

First Year

First Semester

English	
Composition I.....	ENG 1113
Foreign Language.....	3
Math or Science.....	(3 or 4)
Oral Communication, or	
Music Appreciation.....	3
American Nat. Government	
or Introduction to	
Sociology.....	3
Physical Education.....	1
Total	16 or 17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Foreign Language.....	3
Math or Science.....	(3 or 4)
Oral Communication, or	
Music Appreciation.....	3
American Nat. Government	
or Introduction to	
Sociology.....	3
Physical Education.....	1
Total	16 or 17 hrs.

Second Year

First Semester

Literature.....	3
Foreign Language.....	3
Principles of	
Economics I.....	ECO 2113
History.....	3
Math or Science.....	(3 or 4)
Total	15 or 16 hrs.

Second Semester

Literature.....	3
Foreign Language.....	3
General	
Psychology I.....	PSY 1513
History.....	3
Math or Science.....	(3 or 4)
Total	15 or 16 hrs.

Some universities require two semester sequences in mathematics, natural sciences, and social sciences. Students should check the university catalog for proper course selection.



Pre-Allied Health

(Respiratory Therapy, Dental Hygiene, Medical Technology,
Medical Records, Physical Therapy, B.S. Nursing)

First Year

First Semester	Second Semester
English	English
Composition I.....ENG 1113	Composition II.....ENG 1123
Zoology I BIO 2414	Zoology II BIO 2424
Principles of	Introductory Organic and
Chemistry I.....CHE 1314	Biochemistry.....CHE 1414
College Algebra.....MAT 1313	*Oral
General Psychology I or	Communication SPT 1113
Intro. to Sociology3	General Psychology I or
Total 17 hrs.	Intro. to Sociology3
	Total 17 hrs.

Second Year

First Semester	Second Semester
Anatomy and	Anatomy and
Physiology I.....BIO 1514	Physiology II.....BIO 1524
Humanities3	Humanities3
Required Courses	Fine Arts.....3
for Major..... 9-10	Required Courses for
If Required in	Major, Electives..... 6-7
Major;PHY 2414,	Total 16-17 hrs.
EPY 2513 or 2523, CHE 2424,	
CSC 1113, BIO 2924 must be	
scheduled this semester.	
Total 16-17 hrs.	

*MAT 1323-Trigonometry must be scheduled here if physics is required in curriculum.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions & School of Nursing at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Biological Science

First Year

First Semester

English	
Composition I.....	ENG 1113
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
Botany I.....	BIO 1313
Foreign Language.....	3
College Algebra.....	MAT 1313
Physical Education.....	1
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
General	
Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II.....	CHE 1221
Botany II.....	BIO 1323
Foreign Language.....	3
Trigonometry.....	MAT 1323
Physical Education.....	1
Total	17 hrs.

Second Year

First Semester

Organic	
Chemistry I.....	CHE 2424
Foreign Language.....	3
Zoology I.....	BIO 2414
Microbiology.....	BIO 2924
Total	15 hrs.

Second Semester

Organic	
Chemistry II.....	CHE 2434
Foreign Language.....	3
Zoology II.....	BIO 2424
Literature.....	3
Elective.....	1
Total	15 hrs.

Pre-Medical and Pre-Dental
First Year

First Semester

English	
Composition I.....	ENG 1113
Gen. Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
College Algebra.....	MAT 1313
Zoology I	BIO 2414
Foreign Language	3
Physical Education.....	1
Total	18 hrs.

Second Semester

English	
Composition II.....	ENG 1123
General	
Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II.....	CHE 1221
Trigonometry	MAT 1323
Zoology II	BIO 2424
Foreign Language	3
Physical Education.....	1
Total	18 hrs.

Second Year

First Semester

Organic	
Chemistry I.....	CHE 2424
General Physics I.....	PHY 2414
Literature	3
Foreign Language	3
Total	14 hrs.

Second Semester

Organic	
Chemistry II.....	CHE 2434
Gen. Physics II.....	PHY 2424
Literature	3
Foreign Language	3
Total	14 hrs.

Pre-Pharmacy

First Year

First Semester

English	
Composition I.....	ENG 1113
Gen. Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
College Algebra.....	MAT 1313
Principles of	
Economics I.....	ECO 2113
Introduction to	
Sociology.....	SOC 2113
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Gen. Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II.....	CHE 1221
Trigonometry	MAT 1323
*Principles of	
Economics II.....	ECO 2123
Zoology I	BIO 2414
Total	17 hrs.

Second Year

First Semester

Organic	
Chemistry I.....	CHE 2424
Gen. Physics I.....	PHY 2414
Botany I.....	BIO 1313
Microbiology	BIO 2924
Elective.....	1
Total	16 hrs.

Second Semester

Organic	
Chemistry II.....	CHE 2434
Gen. Physics II.....	PHY 2424
*American National	
Government	PSC 1113
*Oral	
Communication	SPT 1113
Elective.....	1
Total	15 hrs.

*Suggested Electives

Pre-Veterinary**First Year****First Semester**

English	
Composition I.....	ENG 1113
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
College Algebra.....	MAT 1313
Zoology I.....	BIO 2414
Western Civilization	
I.....	HIS 1113
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
General	
Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II.....	CHE 1221
Trigonometry.....	MAT 1323
Botany I.....	BIO 1313
American National	
Government.....	PSC 1116
Total	16 hrs.

Second Year**First Semester**

Organic	
Chemistry I.....	CHE 2424
Gen. Physics I.....	PHY 2414
Oral Communication .	SPT 1113
Microbiology.....	BIO 2924
Total	15 hrs.

Second Semester

Organic	
Chemistry II.....	CHE 2434
Gen. Physics II.....	PHY 2424
General	
Psychology I.....	PSY 1513
Electives.....	5
Total	16 hrs.

**Nursing, ADN
Grenada Center**

First Year

First Semester

English	
Composition I.....ENG 1113	
Anatomy and	
Physiology I.....BIO 1514	
General	
Psychology I.....PSY 1513	
Fundamentals of	
Nursing.....NUR 1117	
Total	17 hrs.

Second Semester

English	
Composition II.....ENG 1123	
Anatomy and	
Physiology II.....BIO 1524	
Human Growth	
& Development EPY 2533	
Adult-Child	
Nursing I.....NUR 1128	
Total	18 hrs.

Summer Session

Psychiatric/Mental Health Nursing	NUR 2135
Total	5 hrs.

Second Year

First Semester

Microbiology	BIO 2924
Introduction to	
Sociology.....SOC 2113	
Maternal-Child	
Nursing.....NUR 2148	
Total	15 hrs.

Second Semester

Oral Communication . SPT 1113	
Adult-Child	
Nursing II.....NUR 2158	
Management	
and Career	
Development.....NUR 2162	
Total	13 hrs.

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and Academic Dean. Once students are accepted into the program, they are required to take all remaining coursework with Holmes Junior College. Students are required to enroll for a minimum of 12 semester hours each fall semester provided coursework is available for which they do not have prior credit.

Computer Science**First Year****First Semester**

English	
Composition I.....	ENG 1113
General Chemistry I..	CHE 1213
Foreign Language	3
History	3
Calculus IA.....	MAT 1613
Introduction to Computer	
Concepts.....	CSC 1113
Total	18 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Calculus IIA.....	MAT 1623
Foreign Language	3
Zoology I	BIO 2414
American National	
Government	PSC 1113
Computer	
Programming I	CSC 1613
Total	19 hrs.

Second Year**First Semester**

Computer	
Programming II	CSC 2623
Calculus IIIA.....	MAT 2613
Foreign Language	3
Gen. Physics I.....	PHY 2414
Principles of	
Economics I	ECO 2113
Total	16 hrs.

Second Semester

Literature/Hum./	
Soc. Sci.....	3
Foreign Language	3
Gen. Physics II.....	PHY 2424
Introduction to	
File Processing	CSC 2713
Introduction to Computer	
Systems	CSC 2543
Total	16 hrs.

HOLMES JUNIOR COLLEGE

Engineering*First Year****First Semester**

English	
Composition I.....	ENG 1113
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
Graphic	
Communication I....	GRA 1143
American (U.S.)	
History I.....	HIS 2213
Calculus IA.....	MAT 1613
Total	16 hrs.

Second Semester

American National	
Government	PSC 1113
General	
Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II.....	CHE 1221
Visualization and Graphic	
Design.....	GRA 1153
Calculus IIA.....	MAT 1623
English	
Composition II.....	ENG 1123
Total	16 hrs.

Second Year**First Semester**

Physics I.....	PHY 2414
Calculus IIIA.....	MAT 2613
Literature	3
Differential	
Equations	MAT 2913
*Principles of	
Economics I.....	ECO 2113
Total	16 hrs.

Second Semester

Physics II.....	PHY 2424
Calculus IVA.....	MAT 2623
Engineering	
Mechanics.....	EGR 2413
*Electives.....	6
Total	16 hrs.

*Check senior college catalog for proper course. Where Organic Chemistry is required Economics I will not be taken.

Elementary Education**First Year****First Semester**

English	
Composition I.....ENG 1113	
History	3
The Real	
Number SystemMAT 1723	
Biological Science	3
American National	
Government	PSC 1113
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II.....ENG 1123	
Oral Communication . SPT 1113	
Geometry, Measurement	
and Probability	MAT 1733
Personal and Community	
Health I.....	HPR 1213
Physical Science	
Survey I.....	PHY 2213
Physical Education.....	1
Total	16 hrs.

Second Year**First Semester**

Literature	3
Child Psychology..... EPY 2513	
World Geography GEO 1113	
Electives	7
Total	16 hrs.

Second Semester

Fine Arts.....	3
Foundations of	
Education	EDU 1613
Educational	
Psychology.....	EDU 2543
Math/Science	
Elective.....	3
Electives	4
Total	16 hrs.

**Secondary Education
Music—Instrument Majors**

First Year

First Semester

English	
Composition I.....	ENG 1113
Music Theory I.....	MUS 1214
History	3
Major Instrument I.....	2
Class Piano I.....	MUA 1511
Band I.....	MUO 1111
Oral Communication .	SPT 1113
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Music Theory II.....	MUS 1224
History	3
Major Instrument II.....	2
Class Piano II.....	MUA 1521
Band II.....	MUO 1121
General	
Psychology I.....	PSY 1513
Elective.....	1
Total	18 hrs.

Second Year

First Semester

Elective.....	1
Literature	3
Music Theory III.....	MUS 2214
Major Instrument III.....	2
Class Piano III.....	MUA 2511
Band III.....	MUO 2111
Music History I.....	MUS 2312
Adolescent	
Psychology.....	EPY 2523
Total	17 hrs.

Second Semester

Elective.....	1
Literature	3
Music Theory IV.....	MUS 2224
Major Instrument IV.....	2
Class Piano IV.....	MUA 2521
Band IV.....	MUO 2121
Music History II.....	MUS 2322
*Social Science Elective	3
Total	17 hrs.

Participation in Band is required each semester. Instrumental majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Philosophy, Political Science, Sociology.

Secondary Education Music—Piano Majors

First Year

First Semester

English	
Composition I.....	ENG 1113
Music Theory I.....	MUS 1214
History	3
Piano for Music	
Majors I.....	MUA 1573
Class Voice I.....	MUA 1711
Oral Communication .	SPT 1113
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Music Theory II.....	MUS 1224
History	3
Piano for Music	
Majors II.....	MUA 1583
Class Voice II.....	MUA 1721
General	
Psychology I.....	PSY 1513
Total	17 hrs.

Second Year

First Semester

Literature	3
Music Theory III.....	MUS 2214
Piano for Music	
Majors III.....	MUA 2573
Music History I.....	MUS 2312
Adolescent	
Psychology.....	EPY 2523
Total	15 hrs.

Second Semester

Literature	3
Music Theory IV.....	MUS 2224
Piano for Music	
Majors IV.....	MUA 2583
Music History II.....	MUS 2322
*Social Science	
Elective.....	3
Total	15 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Political Science, or Sociology, Philosophy.

Secondary Education Music—Voice Majors

First Year

First Semester

English	
Composition I.....	ENG 1113
Music Theory I.....	MUS 1214
History	3
Voice for Music Education	
Majors I.....	MUA 1772
Class Piano I.....	MUA 1511
Choir I.....	MUO 1211
Oral Communication .	SPT 1113
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Music Theory II.....	MUS 1224
History	3
Voice for Music Education	
Majors II.....	MUA 1782
Class Piano II.....	MUA 1521
Choir II.....	MUO 1221
General	
Psychology I.....	PSY 1513
Total	17 hrs.

Second Year

First Semester

Elective.....	1
Literature	3
Music Theory III.....	MUS 2214
Voice for Music Education	
Majors III.....	MUA 2772
Class Piano III.....	MUA 2511
Choir III.....	MUO 2211
Music History I.....	MUS 2312
Adolescent	
Psychology.....	EPY 2523
Total	17 hrs.

Second Semester

Elective.....	1
Literature	3
Music Theory IV.....	MUS 2224
Voice for Music Education	
Majors IV.....	MUA 2782
Class Piano IV.....	MUA 2521
Choir IV.....	MUO 2221
Music History II.....	MUS 2322
*Social Science	
Elective.....	3
Total	17 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Political Science, or Sociology.

Secondary Education
English, Social Science, and Library Science

First Year

First Semester

English	
Composition I.....	ENG 1113
Western	
Civilization I.....	HIS 1113
World Geography (GEO 1113	
or Introduction to	
Sociology (SOC 2113).....	3
General	
Psychology I.....	PSY 1513
Mathematics.....	3
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Western	
Civilization II.....	HIS 1123
Fine Arts.....	3
Oral Communication .	SPT 1113
American National	
Government	PSC 1113
Physical Education.....	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Science.....	3
Elective.....	1
American History I.....	HIS 2213
Adolescent	
Psychology.....	EPY 2523
Math or Science	
Elective.....	3
Total	16 hrs.

Second Semester

Literature	3
Botany I.....	BIO 1313
American History II.....	HIS 2223
Personal and Community	
Health I.....	HPR 1213
Electives.....	4
Total	16 hrs.

Students should select courses for each of the above majors by using a catalog from the senior college they plan to transfer to as their guide.

Secondary Education Physical Education

First Year

First Semester

English	
Composition I.....ENG 1113	
History	3
Mathematics.....	3
Introduction to Health, Physical Education and Recreation.....	HPR 1313
General	
Psychology I.....	PSY 1513
Basketball, Stunts and Tumbling	HPR 1511
Total	16 hrs.

Second Semester

English	
Composition II.....ENG 1123	
History	3
Personal and Community Health I.....	HPR 1213
First Aid.....	HPR 2213
Oral Communication .	SPT 1113
Volleyball and Softball	HPR 1521
Total	16 hrs.

Second Year

First Semester

Literature	3
Zoology I	BIO 2414
Science.....	3
Recreational Leadership	HPR 2323
Adolescent Psychology.....	EPY 2523
Paddle Tennis and Square Dance.....	HPR 1531
Total	17 hrs.

Second Semester

Literature	3
Math or Science Elective.....	3
Electives.....	6
Educational Psychology.....	EDU 2543
Badminton and Tennis	HPR 1541
Total	16 hrs.

Physical Education majors are required to take the activities courses even though participating in varsity sports.

*Select from Economics, Political Science, or Sociology.

Secondary Education
***Science Majors—Biology**

First Year

First Semester

English	
Composition I.....	ENG 1113
College Algebra.....	MAT 1313
Gen. Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
History	3
Botany I.....	BIO 1313
Physical Education.....	1
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Trigonometry	MAT 1323
Gen. Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II.....	CHE 1221
History	3
Botany II.....	BIO 1323
Physical Education.....	1
Total	17 hrs.

Second Year

First Semester

Literature	3
Zoology I	BIO 2414
Adolescent	
Psychology.....	EPY 2523
General	
Psychology I.....	PSY 1513
Fine Arts.....	3
Total	16 hrs.

Second Semester

Literature	3
Zoology II	BIO 2424
American National	
Government	PSC 1113
Educational	
Psychology.....	EDU 2543
Personal and Community	
Health I.....	HPR 1213
Total	16 hrs.

*By proper substitution into the above course outline, a student may meet the lower division requirements for teacher certification in Chemistry, Physics, Combined Science, General Science, or Earth Science.

HOLMES JUNIOR COLLEGE

Secondary Education
Mathematics Majors

First Year

First Semester

English	
Composition I.....	ENG 1113
College Algebra.....	MAT 1313
History	3
Fine Arts.....	3
Biological Science	3
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Trigonometry	MAT 1323
History	3
General	
Psychology I.....	PSY 1513
Biological Science	3
Physical Education.....	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Calculus IA.....	MAT 1613
Adolescent	
Psychology.....	EPY 2523
Personal and Community	
Health I.....	HPR 1213
*Physical Science.....	3 or 4
Total	16 hrs.

Second Semester

Literature	3
Calculus IIA.....	MAT 1623
Oral	
Communication	SPT 1113
American National	
Government	PSC 1113
*Physical Science.....	3 or 4
Total	16 hrs.

*PHY 2414 and PHY 2424 are suggested to meet the physical science requirements.

**Secondary Education
Business Education**

First Year

First Semester

English	
Composition I.....	ENG 1113
General	
Psychology I.....	PSY 1513
History	3
Modern	
Mathematics.....	MAT 1743
Music	
Appreciation	MUS 1113
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Adolescent	
Psychology.....	PSY 2523
History	3
Principles of	
Accounting I.....	ACC 1213
American National	
Government	PSC 1113
Physical Education.....	1
Total	16 hrs.

Second Year

First Semester

Principles of	
Accounting II.....	ACC 1223
Principles of	
Economics I.....	ECO 2113
Elective.....	1
Botany I.....	BIO 1313
Literature	3
Survey I.....	PHY 2213
Total	16 hrs.

Second Semester

Oral Communication .	SPT 1113
Personal and Community	
Health I.....	HPR 1213
Elective.....	1
Zoology I	BIO 2414
Literature	3
Science.....	3
Total	17 hrs.

Secondary Education Industrial Arts

First Year

First Semester

English	
Composition I.....ENG 1113	
Engineering	
Drawing I.....GRA 1113	
Woodwork I..... IED 1213	
Science.....3	
Mathematics	
or History and	
Appreciation of the	
Artcrafts (IED 2413).....3	
Physical Education.....1	
Total	16 hrs.

Second Semester

English	
Composition II.....ENG 1123	
Engineering	
Drawing II.....GRA 1123	
Woodwork II..... IED 1223	
Mathematics	
or History and	
Appreciation of the	
Artcrafts (IED 2413).....3	
Oral Communication . SPT 1113	
Physical Education.....1	
Total	16 hrs.

Second Year

First Semester

General Metal Work... IED 2313	
Literature3	
History3	
Adolescent	
Psychology..... EPY 2523	
American National	
GovernmentPSC 1113	
Elective.....1	
Total	16 hrs.

Second Semester

Forging & Welding IED 2323	
Literature3	
History3	
Personal and Community	
Health I.....HPR 1213	
Educational	
Psychology.....EDU 2543	
Elective.....1	
Total	16 hrs.

Industrial Technology**First Year****First Semester**

English	
Composition I.....	ENG 1113
Engineering	
Drawing I.....	GRA 1113
Woodwork I.....	IED 1213
College Algebra.....	MAT 1313
General	
Psychology I.....	PSY 1513
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Engineering	
Drawing II.....	GRA 1123
Woodwork II.....	IED 1223
Trigonometry.....	MAT 1323
American National	
Government.....	PSC 1113
Physical Education.....	1
Total	16 hrs.

Second Year**First Semester**

General Physics I.....	PHY 2414
General	
Chemistry I.....	CHE 1213
Calculus IA.....	MAT 1613
General Metal Work...	IED 2313
History.....	3
Total	16 hrs.

Second Semester

General Physics II.....	PHY 2424
General	
Chemistry II.....	CHE 1223
Elective.....	3
Forging & Welding	IED 2323
Oral Communication .	SPT 1113
Total	16 hrs.

Business Administration/Accounting**First Year****First Semester**

English	
Composition I.....ENG 1113	
History3	
Behavioral	
Science3	
College Algebra.....MAT 1313	
Oral Communication . SPT 1113	
or American National	
GovernmentPSC 1113	
Physical Education.....1	
Total	16 hrs.

Second Semester

English	
Composition II.....ENG 1123	
History3	
Fine Arts.....3	
Finite Mathematics....MAT 1333	
American National	
GovernmentPSC 1113	
or Oral	
Communication SPT 1113	
Physical Education.....1	
Total	16 hrs.

Second Year**First Semester**

Literature3	
Science.....3	
Principles of	
Economics IECO 2113	
BUssiness Law IBAD 2413	
Principles of	
Accounting IACC 1213	
Elective.....1	
Total	16 hrs.

Second Semester

Literature3	
Science.....3	
Principles of	
Economics IIECO 2123	
Business	
Statistics.....BAD 2323	
Principles of	
Accounting IIACC 1223	
Elective.....1	
Total	16 hrs.

TECHNICAL EDUCATION

Technical education programs, leading to the Associate of Applied Science degree, represent a blending of general academic and technical specialty courses. They are offered on a semester-hour basis.

The technical programs are designed for the student who wishes to go to work upon completion of junior college. The programs are not designed to transfer and are referred to as terminal programs. Most programs contain some courses which may not apply toward a bachelor's degree.

The student who completes a technical education program will be prepared to enter the work force at a level of the semi-professional or technician. The demand for trained people at this level is very great and is expected to become greater.

TECHNICAL EDUCATION PROGRAMS

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
	*		*
Architectural Design & Construction	*	*	*
Banking & Finance (Evening)	*	*	*
Business and Office	*		
Child Care			*
Climate Control	*	*	*
Data Processing			*
Distribution and Warehousing	*		*
Drafting and Design			*
Electrical & Power Transmission			*
Electronics			*
Fashion Merchandising			*
Instrumentation			*
Machinist/Computer Numerical Control			*
Plant & Building Maintenance			*
Plumbing & Pipe Fitting	*		
Radio & Television Broadcasting	*	*	*
Real Estate (Evening)			*
Robotics			

Architectural Design
and Construction Technology
(Goodman, Ridgeland)

First Year

First Semester	Second Semester
English	English
Composition I.....ENG 1113	Composition II.....ENG 1123
College Algebra.....MAT 1313	TrigonometryMAT 1323
Welding	Fund. of Carpentry TBC 1113
Applications..... TBC 1142	Construction Planning
Fund. of	and Scheduling TBC 2173
Drafting.....TGR 1113	Descriptive
Methods and	GeometryTGR 2123
Materials..... TBC 1133	Const. Blueprint
Social Studies or Behav.	Reading..... TBC 1123
Sci. Elective3	Total 18 hrs.
Total 17 hrs.	

Second Year

First Semester	Second Semester
Oral	Theory of Mechanical
Communication SPT 1113	Systems TBC 4113
Electrical Wiring TBC 3153	Surveying TEG 4143
Intro. to Plumbing	Electrical-Piping-Sheet
and Pipe Fitting.....TGR 3213	Metal Drafting.....TGR 3145
Architectural	Cost & Est. II..... TBC 4143
Drafting.....TGR 3155	Total 14 hrs.
Cost and Est. I..... TBC 3144	
Total 18 hrs.	

PROGRAM DESCRIPTION: An instructional program that prepares individuals to assist the architect and architectural engineer in planning and designing structures and buildings; testing materials; constructing and inspecting structures; model building and design estimating; utilizing, transporting, and storing construction materials; and dealing with contracts and specifications.

Banking and Finance Technology (Goodman, Grenada, Ridgeland)

Banking and Finance Technology is a technical program offered co-operatively by Holmes Junior College and the American Institute of Banking (AIB). The College has signed a letter of understanding (which is reaffirmed annually) with AIB whereby credit earned in this curriculum will count toward both an Associate degree from Holmes Junior College and diplomas awarded by AIB. The banking and finance courses are coordinated with the Central Mississippi Study Group of the AIB—a group of bank employees. The Executive Committee of the Study Group works with the Director of Continuing Education to plan and coordinate the program. The Committee recommends and approves instructors for the banking courses, subject to the approval of the college. The Executive Committee also monitors the AIB courses to assure quality and consistency and to ensure that AIB standards are achieved and maintained.

This program is designed for persons employed by a bank and for those who wish to obtain employment in this field. The courses provide the student with the general education background as well as the specific training needed for success in the banking industry. Upon successful completion of the program, a student is eligible for the Associate of Applied Science degree from Holmes Junior College and the appropriate AIB diplomas.

CURRICULUMS

AIB Diplomas

Foundations of Banking	12 AIB credits
Applied Diplomas (7 options).....	21 AIB credits
Bank Management Skills and Theory.....	12 AIB credits

ASSOCIATE OF APPLIED SCIENCE DEGREE

*General Education core (minimum)

English Composition I & II	6 hrs.
Accounting Principles I & II	6 hrs.
Business Law	3 hrs.
Oral Communication	3 hrs.
Total	18 hrs.

Banking and Finance Technology Courses (maximum)	46 hrs.
Total	64 hrs.

*Students may take additional general education courses that will count as banking support credits toward earning AIB diplomas. Interested students should refer to a current AIB catalog and contact the local AIB study group for additional information.

BUSINESS AND OFFICE TECHNOLOGY

The Business and Office Technology curriculum provides a student the opportunity to earn a one-year certificate or an associate of applied science degree (two-year). There are three different options available in the certificate program and as many as eight options available in the association degree program, depending on the location. The following chart lists the various options as well as their locations.

ONE-YEAR CERTIFICATE PROGRAMS

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Accounting Option	*	*	*
Administrative Option	*	*	*
Clerk Typist	*	*	*

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Accounting Option			*
Administrative Assistant			*
Administrative Secretary	*	*	*
Legal Secretary			*
Medical Secretary			*
Microcomputer Specialist			*
Supervision and Manage- ment			*
Word Processing			*

**Business and Office Technology
One-Year Certificate Programs
(Goodman, Grenada, Ridgeland)**

Accounting Option

First Semester

English
Composition I.....ENG 1113
Introduction to
Accounting TAC1114
Records
Management.....TBO 1313
*Keyboarding II.....TBO 2123
Mathematics.....3
Total 16 hrs.

Second Semester

English
Composition II.....ENG 1123
Microcomputer Information
Processing ITBO 3313
Principles of
Accounting IACC 1213
Business Mathematics
with Calculator
Applications.....TBO 2513
Introduction to
Data Processing/
Data Entry TDP 1113
Computerized Accounting
Practice Set.....TAC 2121
Total 16 hrs.

Administrative Secretary

First Semester

English
CompositionENG 1113
*Keyboarding II.....TBO 2123
**Shorthand I/
Elective.....TBO 1213
Records
Management.....TBO 1313
Mathematics.....3
Total 15 hrs.

Second Semester

English
Composition II.....ENG 1123
Microcomputer Information
Processing ITBO 3313
Shorthand II.....TBO 2223
Business Mathematics
with Calculator
Applications.....TBO 2513
Introduction to
Data Processing/
Data Entry TDP 1113
Restricted Elective3
Total 18 hrs.

Clerk Typist

First Semester

English	
Composition I.....	ENG 1113
*Keyboarding II.....	TBO 2123
Records	
Management.....	TBO 1313
Mathematics.....	3
Electives.....	4
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Microcomputer Information	
Processing I.....	TBO 3313
Oral Communication .	SPT 1113
Business Mathematics	
with Calculator	
Applications.....	TBO 2513
Electives.....	4
Total	16 hrs.

*Students with a unit of high school typewriting normally schedule TBO 2123. If these students elect to schedule TBO 1113, the credit earned may be applied toward a one-year certificate or a two-year Certificate of Graduation only. The credit will not apply toward an Associate of Applied Science degree.

**Students who do not have a unit of high school shorthand are required to schedule TBO 1213-Shorthand I. Students who have one unit will select another course with their advisor's approval.

PROGRAM DESCRIPTION: This curriculum is designed to provide the specialized training necessary to work in the sophisticated electronic environment of today's modern offices. Upon successful completion of this program the students will be prepared for positions as word processors, administrative assistants, and office managers.

**Business and Office Technology
Associate of Applied Science Degree Programs**

**Accounting Option
(Ridgeland Campus)**

First Year

First Semester

Introduction to
Accounting TAC 1114
English
Composition I.....ENG 1113
*Keyboarding II.....TBO 2123
Filing-Records Mgt....TBO 1313
Mathematics.....3
Total 16 hrs.

Second Semester

Computerized Accounting
Practice Case..... TAC 2121
Principles of
Accounting I.....ACC 1213
Microcomputer Information
Processing I.....TBO 3313
English
Composition II.....ENG 1123
Introduction to
Data Processing/
Data Entry TDP 1113
Business Mathematics
with Calculator
Applications.....TBO 2513
Total 16 hrs.

Second Year

First Semester

Principles of
Accounting II.....ACC 1223
Business Law TBA 2413
Social Studies or Behav.
Sci. Elective3
Acct. Practice Case...ACC 1211
Oral Communication . SPT 1113
**General Education
Electives.....4
Total 17 hrs.

Second Semester

Elective, TBO or TDP3
Income Tax
AccountingACC 2413
Business
CommunicationsTBO 2613
Prin. of Marketing.....TDM 2113
Office Administration and
Procedures.....TBO 4413
Total 15 hrs.

*Pre-requisite: One unit of high school typewriting or TBO 1113.

**To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

PROGRAM DESCRIPTION: The accounting option is designed to prepare individuals for employment opportunities in the accounting field. Upon successful completion of the program, the students should be prepared for accounting positions in business and industry, government agencies, and public accounting firms.

Business and Office Technology
Administrative Assistant
(Ridgeland Campus)
First Year

First Semester	Second Semester
Introduction to Accounting TAC 1114	***Elective.....3
English Composition I.....ENG 1113	English Composition II.....ENG 1123
*Keyboarding II.....TBO 2123	Mathematics.....3
**Shorthand I/ Elective.....TBO 1213	Microcomputer Information Processing I.....TBO 3313
Filing-Records Mgt....TBO 1313	Introduction to Data Processing/ Data Entry TDP 1113
Total 16 hrs.	Computerized Accounting Practice Case..... TAC 2121
	Total 16 hrs.

Second Year

First Semester	Second Semester
Business Mathematics with Calculator Applications.....TBO 2513	Social Studies or Behav. Sci. Elective.....3
Business CommunicationsTBO 2613	Personnel Management.....TDM 2223
Information Processing II.....TBO 4143	BASIC Programming.....TDP 1115
Oral Communication . SPT 1113	Office Administration and Procedures.....TBO 4413
Business Law I.....TBA 2413	Total 14 hrs.
***General Education Elective.....3	
Total 18 hrs.	

*Prerequisite: One unit of high school typewriting or TBO 1113.

**Students who do not have a unit of high school shorthand are required to schedule TBO 1213. Students who have one unit will select another course with their advisor's approval.

***To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

PROGRAM DESCRIPTION: Completion of the administrative assistant option gives an understanding of general business activities required of all office employees for occupational competence. Students gain a mastery of the skills and a thorough knowledge of the subject matter essential for initial employment.

Business and Office Technology**Administrative Secretary****(Goodman, Grenada, Ridgeland)****First Year****First Semester**

English
 Composition I.....ENG 1113
 *Keyboarding II.....TBO 2123
 **Shorthand I
 Elective.....TBO 1213
 Records
 Management.....TBO 1313
 Mathematics.....3
 Total 15 hrs.

Second Semester

English
 Composition II.....ENG 1123
 Microcomputer Information
 Processing I.....TBO 3313
 Shorthand II.....TBO 2223
 Business Mathematics
 with Calculator
 Applications.....TBO 2513
 Introduction to Data
 Processing/Data
 Entry.....TDP 1113
 Restricted Elective3
 Total 18 hrs.

Second Year**First Semester**

Introduction to
 Accounting.....TAC 1114
 Oral Communication . SPT 1113
 Shorthand III.....TBO 3223
 Information
 Processing II.....TBO 4143
 Principles of
 Economics I.....ECO 2113
 Total 16 hrs.

Second Semester

Office Administration and
 Procedures.....TBO 4413
 Principles of
 Accounting I.....ACC 1213
 Introduction to
 Sociology.....SOC 2113
 Business
 CommunicationsTBO 2613
 Computerized Accounting
 Practice Set.....TAC 2121
 Restricted Elective3
 Total 16 hrs.

*Prerequisite: One unit of high school typewriting or TBO 1113.

**Students who do not have a unit of high school shorthand are required to schedule TBO 1213. Students who have one unit will select another course with their advisor's approval.

PROGRAM DESCRIPTION: The administrative secretary option provides training for employment as a secretary in organizations of every description. Duties range from taking dictation, typewriting, filing, routing mail, and answering the telephone to more complex work such as writing letters, conducting research, and preparing statistical reports.

Business and Office Technology**Legal Secretary****(Ridgeland Campus)****First Year****First Semester**

Introduction to Accounting	TAC 1114
English Composition I	ENG 1113
*Keyboarding II	3
**Shorthand I or Elective	3
Mathematics	3
Introduction to Data Processing/ Data Entry	TDP 1113
Total	19 hrs.

Second Semester

English Composition II	ENG 1123
Shorthand II	TBO 2223
Filing/Records Mgt. ...	TBO 1313
Microcomputer Information Processing I	TBO 3313
Business Mathematics with Calculator Applications	TBO 2513
Total	15 hrs.

Second Year**First Semester**

Information Processing II	TBO 4143
Shorthand III	TBO 3233
Social Studies or Behav. Sci. Elective	3
Legal Office Procedures	TBO 4444
Business Law I	TBA 2413
Total	16 hrs.

Second Semester

Elective	3
Business Communications	TBO 2613
Oral Communication .	SPT 1113
Office Administration and Procedures	TBO 4413
***General Education Elective	3
Total	15 hrs.

*Prerequisite: One unit of high school typewriting or TBO 1113.

**Students who do not have a unit of high school shorthand are required to schedule TBO 1213. Students who have one unit will select another course with their advisor's approval.

***To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

PROGRAM DESCRIPTION: The legal secretary option provides specialized training for successful employment in the legal field. Some of the duties are to prepare legal documents and correspondence, to review law journals, and to assist in other ways with legal research.

Business and Office Technology**Medical Secretary****(Ridgeland Campus)****First Year****First Semester**

Introduction to Accounting	TAC 1114
English Composition I.....	ENG 1113
*Keyboarding II.....	3
**Shorthand I/ Elective.....	TBO 1213
Filing-Records Mgt. ...	TBO 1313
Total	16 hrs.

Second Semester

Microcomputer Information Processing I.....	TBO 3313
English Composition II.....	ENG 1123
TBO Elective	3
Computerized Accounting Practice Case.....	TAC 2121
Introduction to Data Processing/ Data Entry.....	TDP 1113
Mathematics	3
Total	16 hrs.

Second Year**First Semester**

Business Mathematics with Calculator Applications.....	TBO 2513
Principles of Accounting I.....	ACC 1213
Medical Office Procedures.....	TBO 4344
Information Processing II.....	TBO 4143
Social Studies or Behav. Sci. Elective.....	4
Total	17 hrs.

Second Semester

***General Education Elective.....	3
Technical Elective	3
Oral Communication .	SPT 1113
Business Communications	TBO 2613
Office Administration and Procedures.....	TBO 4413
Total	15 hrs.

*Prerequisite: One unit of high school typewriting or TBO 1113.

**Students who do not have a unit of high school shorthand are required to schedule TBO 1213. Students who have one unit will select another course with their advisor's approval.

***To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

PROGRAM DESCRIPTION: The medical secretary option provides specialized training needed for secretarial work in a health office setting including doctors' offices, insurance offices, clinics, hospitals, and laboratories. Jobs performed include transcribing dictation, preparing correspondence, and assisting physicians or medical scientists with reports, speeches, articles, and conference proceedings.

Business and Office Technology

Microcomputer Specialist

(Ridgeland Campus)

First Year

First Semester

Introduction to Accounting	TAC 1114
Introduction to Data Processing/ Data Entry	TDP 1113
English Composition I	ENG 1113
*Keyboarding II	TBO 2123
BASIC Programming	TDP 1115
Total	18 hrs.

Second Semester

English Composition II	ENG 1123
Microcomputer Information Processing I	TBO 3313
Mathematics	3
COBOL Programming with Business Applications	TDP 2115
Computerized Accounting Practice Case	TAC 2121
Total	15 hrs.

Second Year

First Semester

Principles of Accounting I	ACC 1213
Business Mathematics with Calculator Applications	TBO 2513
Computer Software Applications	TDP 3113
Information Processing II	TBO 4143
Social Studies or Behav. Sci. Elective	4
Total	16 hrs.

Second Semester

Oral Communication .	SPT 1113
Business Communications	TBO 2613
Elective, TBO or TDP	3
Office Administration and Procedures	TBO 4413
**General Education Elective...	3
Total	15 hrs.

*Prerequisite: One unit of high school typewriting or TBO 1113.

**To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

PROGRAM DESCRIPTION: The microcomputer specialist option is designed to train students to work effectively in a variety of businesses and industries that use the microcomputers to support their business functions. The curriculum consists of specialized microcomputer courses and related business courses.

**Business and Office Technology
Supervision and Management
(Ridgeland Campus)**

First Year

First Semester

Introduction to
Accounting I TAC 1114
English
Composition I ENG 1113
*Keyboarding II TBO 2123
Filing-Records Mgt. ... TBO 1313
Introduction to Data Processing/
Data Entry TDP 1113
Total 16 hrs.

Second Semester

English
Composition II ENG 1123
TBO Elective 3
Computerized Accounting
Practice Case TAC 2121
Production Planning and
Problems TDM 1313
Microcomputer Information
Processing I TBO 3313
Mathematics 3
Total 16 hrs.

Second Year

First Semester

BASIC
Programming TDP 1115
Business Mathematics
with Calculator
Applications TBO 2513
Business Law I TBA 2413
Social Studies or Behav. Sci.
Elective 3
Business
Communications TBO 2613
Total 17 hrs.

Second Semester

Elective 3
Principles of
Marketing TDM 2113
Personnel
Management TDM 2223
Oral Communication . SPT 1113
**General Education Elective...3
Total 15 hrs.

*Prerequisite: One unit of high school typewriting or TBO 1113.

**To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

PROGRAM DESCRIPTION: The supervision and management option provides a concentration in business management that prepares students for administrative positions in a wide variety of career settings—business, industry, educational institutions, government or social services agencies.

Business and Office Technology

Word Processing

(Ridgeland Campus)

First Year

First Semester

Mathematics	3
English	
Composition I	ENG 1113
*Keyboarding II	TBO 2123
**Shorthand I/	
Elective	TBO 1213
Introduction to	
Accounting	TAC 1114
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Elective	3
Shorthand II	TBO 2223
Microcomputer Information	
Processing I	TBO 3313
Filing/Records Mgt. ...	TBO 1313
Introduction to Data Processing/	
Data Entry	TDP 1113
Total	18 hrs.

Second Year

First Semester

Business Mathematics	
with Calculator	
Applications	TBO 2513
Principles of	
Accounting I	ACC 1213
Shorthand III	TBO 3233
Technical Elective	3
Information	
Processing II	TBO 4143
Computerized Accounting	
Practice Case	TAC 2121
Total	16 hrs.

Second Semester

Business	
Communications	TBO 2613
Technical Elective	3
Social Studies or Behav. Sci.	
Elective	3
Oral Communication .	SPT 1113
Office Administration and	
Procedures	TBO 4413
Total	15 hrs.

*Prerequisite: One unit of high school typewriting or TBO 1113.

**Students who do not have a unit of high school shorthand are required to schedule TBO 1213. Students who have one unit will select another course with their advisor's approval.

PROGRAM DESCRIPTION: The word processing option is designed to provide the specialized training necessary to work in the sophisticated electronic environment of today's modern offices. Upon successful completion of this program, the students should be prepared for positions as word processors, supervisors of word processors, and managers of word processing operations.

**Child Care Technology
(Goodman Campus)**

First Year

First Semester

English
Composition I.....ENG 1113
Art for Children.....TCC 1123
Child
Development I.....TCC 1154
Child Nutrition and
Health Care I.....TCC 1212
Real Number
System.....MAT 1723
Total 15 hrs.

Second Semester

English
Composition II.....ENG 1123
Music for Children.....TCC 2113
Child
Development II.....TCC 2154
Child Nutrition and
Health Care II.....TCC 2222
Marriage and
Family.....SOC 2143
Total 15 hrs.

Second Year

First Semester

Physical and Motor
Development for
Children.....TCC 3143
Methods and Materials for
Teaching Children..TCC 3153
Language Arts for
Children.....TCC 3133
Day Care
Practicum I.....TCC 3125
General Psychology..PSY 1513
Total 17 hrs.

Second Semester

Oral Communication . SPT 1113
Administration of Programs for
Young ChildrenTCC 4113
Teaching the Special
Child.....TCC 4123
Day Care
Practicum II.....TCC 4135
*Elective3
Total 17 hrs.

*Elective to be selected with the approval of the advisor.

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals for occupations in child care and guidance, foster care family day care, and teacher assistance, often under the supervision of professional personnel. Includes instruction in child growth and development; nutrition; program planning and management; safety and behavior guidance; recreational and play activities; child abuse and neglect; parent-child personal relationships; learning experiences for children; interpersonal relationships; and laws, regulations, and policies relating to child-care services and maintenance of children's environments.

Climate Control Technology
(Ridgeland Campus)

First Year

First Semester

English	
Composition I.....	ENG 1113
College Algebra.....	MAT 1313
Basic Elec./	
Electronics.....	TER 1125
Digital Principles.....	TER 1225
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Trigonometry	MAT 1323
Electronic Dev./	
Circuits	TER 1215
Microprocessor	
Fund.	TER 2325
Total	16 hrs.

Second Year

First Semester

Control Systems I.....	TIC 1113
Heating and Cooling	
Systems	TIM 2124
Pneumatics.....	TIM 2213
Hydraulics.....	TIM 2223
Physics I.....	TPH 3123
Total	16 hrs.

Second Semester

Interface and Control	
Systems	TER 2415
Control Systems II.....	TIC 1123
Mechanical Devices	TIC 1213
Social Studies or Behav. Sci.	
Elective.....	3
Oral Communication .	SPT 1113
Total	17 hrs.

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals to install, repair, and maintain the operating condition of heating, air conditioning, and refrigeration systems.

Data Processing
(Goodman, Grenada, Ridgeland)

First Year

First Semester		Second Semester	
*Mathematics.....3		English	
English		Composition II.....ENG 1123	
Composition I.....ENG 1113		*Mathematics.....3	
Oral Communication . SPT 1113		COBOL Programming	
Introduction to Data Processing/		with Business	
Data Entry TDP 1113		Applications..... TDP 2115	
BASIC		Computer Operations and	
Programming..... TDP 1115		Control..... TDP 2224	
Total	17 hrs.	Social Studies or Behav. Sci.	
		Elective.....3	
		Total	18 hrs.

Second Year

First Semester		Second Semester	
Principles of		Acct. Practice Case...ACC 1211	
Accounting I.....ACC 1213		Principles of	
Computer Software		Accounting II.....ACC 1223	
Applications..... TDP 3113		Business	
RPG II		Communications TBO 2613	
Programming..... TDP 3115		Systems Analysis and	
Elective.....3		Design..... TDP 4214	
Total	14 hrs.	Advanced RPG II	
		Programming..... TDP 4224	
		Total	15 hrs.

NOTE: Data Entry (1 Semester)
Computer Operator (1 Year)
Computer Programmer (2 Years)

*To be selected with the advisor's approval based on high school courses and placement test scores. One course must be MAT 1313 or higher level math.

To be admitted to the Data Processing (two-year) program, a prospective student must meet the following requirements in addition to the general admission requirements of the school district.

1. Minimum composite ACT score of 12
2. Minimum ACT score on math and reading comprehension section of 12
3. Score of C or better on PAT or SRA programming aptitude test

NOTE: A minimum grade of "C" is required in each programming course before a student may continue in the Data Processing major or receive a certificate.

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals to analyze and design data processing system configurations; write, test, monitor, debug, and maintain data processing programs; and operate computers and peripheral and data entry equipment.

Distribution and Warehousing Technology
(Ridgeland Campus)

First Year

First Semester	Second Semester
English	English
Composition I.....ENG 1113	Composition II.....ENG 1123
College Algebra.....MAT 1313	TrigonometryMAT 1323
Basic Elec./	Introduction to Data Processing/
Electronics..... TER 1125	Data Entry TDP 1113
Digital Principles..... TER 1225	Electronic Dev./
Total 16 hrs.	Circuits TER 1215
	Microprocessor
	Fund..... TER 2325
	Total 19 hrs.

Second Year

First Semester	Second Semester
Oral Communication . SPT 1113	Business
Elem. Keyboarding I.. TBO 1113	Communications TBO 2613
Filing-Records Mgt.... TBO 1313	Prin. of Marketing.....TDM 2113
Business Law TBA 2413	Personnel
Social Studies or Behav. Sci.	ManagementTDM 2223
Elective.....3	Technical Elective3
Total 15 hrs.	Business Mathematics
	with Calculator
	Applications..... TBO 2513
	Total 15 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to undertake marketing responsibilities associated with the storage of farm products, furniture and other household goods, or commercial products of any kind.

Drafting and Design Technology
(Goodman, Ridgeland)

First Year

First Semester

English	
Composition I.....ENG 1113	
College Algebra.....MAT 1313	
Fund. of DraftingTGR 1113	
Social Studies or Behav. Sci.	
Elective.....3	
Oral Communication . SPT 1113	
Total	15 hrs.

Second Semester

English	
Composition II.....ENG 1123	
TrigonometryMAT 1323	
Descriptive	
GeometryTGR 2123	
Machine Drafting.....TGR 2135	
*Fundamentals of	
CAD.....TGR 3113	
Total	17 hrs.

Second Year

First Semester

Architectural	
Drafting.....TGR 3155	
Structural DraftingTGR 4165	
**Applied CAD.....TGR 4123	
Physics I.....TPH 3123	
Cost & Est. I.....TBC 3144	
Total	20 hrs.

Second Semester

SurveyingTEG 4143	
Electrical-Piping-Sheet Metal	
Drafting.....TGR 3145	
Map and Topographic	
Drawing.....TGR 4174	
Physics II.....TPH 4123	
Statics & Streng. of	
MaterialTEG 3133	
Total	18 hrs.

*Ridgeland only. Goodman students take TBC 1123.

**Ridgeland only.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to assist mechanical, electrical, and electronic, architectural, chemical, civil, or other engineers in the design and drafting of electrical circuits, machines, structures, weldments, or architectural plans. Includes instruction in the preparation of engineering plans, layouts, and detailed drawings according to conventional projection principles and techniques or as specified; preparation of charts, graphs, or diagrams; model making; and the use of handbook data germane to design and drafting in various engineering fields.

**Electrical and Power Transmission Technology
(Ridgeland Campus)**

First Year

First Semester

English
 Composition I.....ENG 1113
 College Algebra.....MAT 1313
 Basic Elec./
 Electronics.....TER 1125
 Digital Principles.....TER 1225
 Total 16 hrs.

Second Semester

English
 Composition II.....ENG 1123
 TrigonometryMAT 1323
 Power Generation and
 Transmission.....TEP 1113
 Electronic Dev./
 CircuitsTER 1215
 Social Studies or Behav. Sci.
 Elective.....3
 Total 17 hrs.

Second Year

First Semester

Oral Communication . SPT 1113
 Electrical WiringTBC 3153
 Power Line Const. I.. TEP 2113
 Electric Power
 Tech. I.....TEP 1214
 Physics I.....TPH 3123
 Total 16 hrs.

Second Semester

SurveyingTEG 4143
 Electrical-Piping-Sheet Metal
 Drafting.....TGR 3145
 Electrical Power
 Tech. II.....TEP 1224
 Physics II.....TPH 4123
 Total 15 hrs.

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals to install, operate, maintain, and repair residential, commercial, and industrial electrical systems, and the power lines that transmit electricity from its source of generation to its place of consumption.

Electronics Technology**(Ridgeland Campus)****First Year****First Semester**

English	
Composition I.....	ENG 1113
College Algebra.....	MAT 1313
Basic Elec./	
Electronics.....	TER 1125
Digital Principles.....	TER 1225
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Trigonometry	MAT 1323
Electronic Dev./	
Circuits	TER 1215
Microprocessor	
Fund.....	TER 2325
Total	16 hrs.

Second Year**First Semester**

Linear Integrated	
Circuits	TER 2314
Control Systems I.....	TIC 1113
Pneumatics.....	TIM 2213
Hydraulics.....	TIM 2223
Physics I.....	TPH 3123
Social Studies or Beh. Sci.	
Elective.....	3
Total	19 hrs.

Second Semester

Oral Communication .	
SPT 1113	
Audio and Visual	
Prin.....	TER 2334
Interface and Control	
Systems	TER 2415
Data Acquisition and	
Transmission.....	TER 2625
Total	17 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to support the electronic engineer and other professionals in the design, development, modification, and testing of electronic circuits, devices, and systems. Includes instruction in practical circuit feasibility; prototype development and testing; systems analysis including design, selection, installation, calibration, and testing; solid-state and microminature circuits; and the application of engineering data to specific problems in the electronics field.

Fashion Merchandising Technology
(Ridgeland Campus)

First Year

First Semester	Second Semester
Principles of Accounting IACC 1213	English Composition IIENG 1123
Mathematics3	Oral Communication . SPT 1113
English	Business
Composition IENG 1113	CommunicationsTBO 2613
Fashion Seminar I.....TFM 1111	RetailingTDM 1113
Fashion and Clothing	Fashion
SelectionTFM 1113	Merchandising.....TFM 1323
Fashion Promotion and	Business Mathematics
DisplayTFM 2423	with Calculator
Total 16 hrs.	Applications.....TBO 2513
	Fashion Seminar II....TFM 1121
	Total 19 hrs.

Second Year

First Semester	Second Semester
Fashion Seminar III...TFM 2131	Marketing Seminar with
Microcomputers in	PracticumTDM 2413
MarketingTDM 2213	Prin. of Marketing.....TDM 2113
Advertising	Personnel
Principles.....TDM 1123	ManagementTDM 2223
Salesmanship.....TDM 1213	Fashion Coordination &
Fashion and Household	BuyingTFM 2313
FabricsTFM 2113	Fashion Seminar IV ..TFM 2141
*General Education Elective3	Social Studies or Behav. Sci.
Total 16 hrs.	Elective.....3
	Total 16 hrs.

*To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to engage in the marketing of apparel and accessories, with particular emphasis given to fashion selling and buying, fashion cycles, fashion coordination, and specialized consulting services.

Instrumentation Technology
(Ridgeland Campus)

First Year

First Semester

English

Composition I.....ENG 1113
 College Algebra.....MAT 1313
 Basic Elec./
 Electronics..... TER 1125
 Digital Principles..... TER 1225
 Total 16 hrs.

Second Semester

English

Composition II.....ENG 1123
 TrigonometryMAT 1323
 Electronic Dev./
 Circuits TER 1215
 Microprocessor
 Fund..... TER 2325
 Total 16 hrs.

Second Year

First Semester

Oral Communication . SPT 1113
 Control Systems I.....TIC 1113
 Pneumatics..... TIM 2213
 Hydraulics..... TIM 2223
 Physics I..... TPH 3123
 Total 15 hrs.

Second Semester

Interface and Control

Systems TER 2415
 Control Systems II.....TIC 1123
 Mechanical Devices ...TIC 1213
 Technical Elective3
 Social Studies or Behav. Sci.
 Elective.....3
 Total 17 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to design, develop prototypes for, test, and evaluate control or measurement devices on systems, and to prepare graphs, written reports, and test results in support of the professional personnel working in the field of instrumentation. Includes instruction in the fields of electricity, electronics, mechanics, pneumatics, and hydraulics as they pertain to the principles of control, recording systems, automated devices, and the calibration of instrumentation units or systems.

**Machinist/Computer Numerical
Control Technology**

(Ridgeland Campus)

First Year

First Semester

English
Composition I.....ENG 1113
College Algebra.....MAT 1313
Fund. of DraftingTGR 1113
Machine Tool
Tech. I.....TCN 1114
Welding
Applications.....TBC 1142
Total 15 hrs.

Second Semester

English
Composition II.....ENG 1123
TrigonometryMAT 1323
Fundamentals
of CADTGR 3113
Machine Tool
Tech. II.....TCN 1124
Social Studies or Behav. Sci.
Elective.....3
Total 16 hrs.

Second Year

First Semester

Pneumatics.....TIM 2213
Hydraulics.....TIM 2223
Die Making Pro. I.....TCN 1213
Special Machine
Processes I.....TCN 2114
Die Building I.....TCN 2414
Total 17 hrs.

Second Semester

Oral Communication . SPT 1113
Computer Numerical Control
Programming.....TCN 2314
Die Making Pro. IITCN 1224
Die Building II.....TCN 2424
Technical Elective3
Total 18 hrs.

PROGRAM DESCRIPTION: An instructional program that is designed to provide an individual with the basic skills necessary for employment as an advanced machinist. The student is instructed on the interpretation and preparation of blueprints, hand tool use, machine operation and use, computer numeric controls, tool and die making, die repair and rebuilding, and die theory.

**Plant and Building Maintenance Technology
(Ridgeland Campus)**

First Year

First Semester

English	
Composition I.....	ENG 1113
College Algebra.....	MAT 1313
Intro. to Plumbing and Pipe Fitting	TBC 3213
Welding	
Applications.....	TBC 1142
Fund. of Drafting	TGR 1113
Social Studies or Behav.	
Science Elective.....	3
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Trigonometry	MAT 1323
Const. Blueprint Reading.....	TBC 1123
Technical Elec.....	3
Plumbing Fixtures	TPP 1113
Total	15 hrs.

Second Year

First Semester

Electrical Wiring	TBC 3153
Pneumatics.....	TIM 2213
Hydraulics.....	TIM 2223
Heating & Cooling Systems	TIM 2124
Cost & Est. I.....	TBC 3144
Total	17 hrs.

Second Semester

Electrical-Piping-Sheet Metal Drawing	TGR 3145
Static Control Systems I	TEP 2515
Preventive Maintenance.....	TIM 2153
Oral Communication .	SPT 1113
Total	16 hrs.

PROGRAM DESCRIPTION: An instructional program that provides individuals with the knowledge needed to inspect, diagnose, repair and install industrial, electrical and mechanical equipment. Includes instructions in following directions from blueprints and sketches, in using hand tools and machines, and in checking the work with measuring and testing instruments.

Plumbing and Pipe Fitting Technology
(Ridgeland Campus)

First Year

First Semester

English	
Composition I.....	ENG 1113
College Algebra.....	MAT 1313
Welding	
Applications.....	TBC 1142
Intro. to Plumbing and Pipe	
Fitting	TBC 3213
Fund. of Drafting	TGR 1113
Social Studies or Behav. Sci.	
Elective.....	3
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Trigonometry	MAT 1323
Construction Planning and	
Scheduling	TBC 2173
Plumbing Fixtures	TPP 1113
Const. Blueprint	
Reading.....	TBC 1123
Total	15 hrs.

Second Year

First Semester

Architectural	
Drafting.....	TGR 3155
Pneumatics.....	TIM 2213
Hydraulics.....	TIM 2223
Sewage and Drainage	
Systems	TPP 2113
Cost & Est. I.....	TBC 3144
Total	18 hrs.

Second Semester

Oral Communication .	SPT 1113
Surveying	TEG 4143
Electrical-Piping-Sheet Metal	
Drafting.....	TGR 3145
Plumbing Inspection and	
Testing	TPP 2123
Plumbing Repair.....	TPP 2133
Total	17 hrs.

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals to lay out, assemble, install, and maintain piping, fixtures, and piping systems for steam, hot water, heating, cooling, drainage, lubricating, sprinkling and industrial systems. Includes instruction in material selection and use of tools to cut, bend, join, and weld pipes.

Radio and Television Broadcasting Technology (Goodman Campus)

First Year

First Semester

English	
Composition I.....ENG 1113	
Reading.....3	
Oral Communication . SPT 1113	
Introduction to Radio and	
Television..... TRT 1213	
Radio and Television	
Writing I..... TRT 1312	
Radio Station	
Operations..... TRT 1414	
Total	18 hrs.

Second Semester

English	
Composition II.....ENG 1123	
Reading.....3	
Social Studies and Behav. Sci.	
Elective.....3	
Radio and Television	
Writing II..... TRT 2312	
Radio Station	
Operations II TRT 2414	
College Publications.. JOU 1111	
Total	16 hrs.

Second Year

First Semester

Radio and Television	
Laboratory I..... TRT 3512	
Television	
Production I..... TRT 3613	
Mass	
Communication I.... TRT 3712	
Station	
Administration I..... TRT 3812	
Science/Math Elective.....3	
Elective.....3	
Total	15 hrs.

Second Semester

Radio and Television	
Laboratory II..... TRT 4512	
Television	
Production II..... TRT 4613	
Mass	
Communication II... TRT 4712	
Station	
Administration II..... TRT 4812	
*General Education Elective3	
Elective.....3	
Total	15 hrs.

*To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to support broadcast managers in the production of materials and the production and broadcasting of materials of programs. Includes instruction in the equipment, processes, and procedures used in producing and making radio or television broadcasts; various components, specialized equipment, and systems of devices employed in broadcast operations; electronic communication, both radio and television; script and program preparation; photographic and audio-recording of material to be broadcast; monitoring, modulating, and controlling the broadcast processes; and recording and storing broadcast materials.

Real Estate Technology
(Goodman, Grenada, Ridgeland)

First Year

First Semester

Principles of
 Accounting I.....ACC 1213
 Mathematics.....3
 English
 Composition I.....ENG 1113
 *Principles of Real
 Estate.....TBF 2713
 Elem. Keyboarding I..TBO 1113
 Filing-Records Mgt....TBO 1313
 Total 18 hrs.

Second Semester

Accounting Practice
 Case.....ACC 1211
 Principles of
 Accounting II.....ACC 1223
 English
 Composition II.....ENG 1123
 *Real Estate LawTBF 2723
 Int. Keyboarding II.....TBO 2123
 Introduction to Data Processing
 Data Entry.....TDP 1113
 Business
 CommunicationsTBO 2613
 Total 19 hrs.

Second Year

First Semester

Oral Communication . SPT 1113
 *Real Estate
 FinanceTBF 2733
 Microcomputer Information
 ProcessingTBO 3313
 **General Education Elective...3
 Social Studies or Behav. Sci.
 Elective.....3
 Total 15 hrs.

Second Semester

*Real Estate
 AppraisalTBF 2743
 Information
 Processing IITBO 4143
 Principles of
 MarketingTDM 2113
 Business Mathematics
 with Calculator
 Applications.....TBO 2513
 Technical Elective3
 Total 15 hrs.

*Taught in evening program only on a "needs" basis.

**To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

PROGRAM DESCRIPTION: An instructional program that generally describes the theories and techniques of buying, selling, appraising, renting, managing, and leasing of real property.

Robotics Technology
(Ridgeland Campus)

First Year

First Semester		Second Semester	
English		English	
Composition I.....	ENG 1113	Composition II.....	ENG 1123
College Algebra.....	MAT 1313	Trigonometry	MAT 1323
Basic Elec/		Electronic Dev./	
Electronics.....	TER 1125	Circuits	TER 1215
Digital Principles.....	TER 1225	Microprocessor	
Social Studies or Behav. Sci.		Fund.....	TER 2325
Elective.....	3	*General Education Elective	3
Total	19 hrs.	Total	19 hrs.

Second Year

First Semester		Second Semester	
Oral Communication .	SPT 1113	Interface and Control	
Linear Integrated		Systems	TER 2415
Circuits	TER 2314	Robotics II	TRO 2125
Pneumatics.....	TIM 2213	Vision and	
Hydraulics.....	TIM 2223	Sensing Sys.....	TRO 2143
Physics I.....	TPH 3123	Electro-Sensing	
Robotics I	TRO 1115	Sys.....	TRO 2233
Total	21 hrs.	Air Logic	TRO 2243
		Total	19 hrs.

*To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

PROGRAM DESCRIPTION: An instructional program that is designed to provide an individual with the technical knowledge and skills necessary for gaining employment as a robotic technician. Emphasis is placed on installation, programming, qualifying, maintaining and servicing robots and automation equipment found in manufacturing complexes.



VOCATIONAL EDUCATION

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and capability to acquire the knowledge and skills which will enable him to successfully enter and compete in the world of work. Specific occupational training is offered in eight courses of study, each having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

VIDS — Vocational Individualized Development System. As a support service of Vocational-Technical Education, VIDS will assist students in correcting basic skill deficiencies. Students who function below the tenth grade (as ascertained by standardized testing), will be required to attend the VIDS for a minimum of three hours per week.

A certificate is awarded upon successful completion of vocational courses.

VOCATIONAL EDUCATION PROGRAMS

Programs and Locations	Goodman Campus	Kosciusko Skill Center	**District Hospitals
Auto Body Repair	*		
Heating, Air Conditioning, and Refrigeration Mechanics	*		
Automotive Mechanics	*		
Agricultural Power Machinery	*		
Computer/Communication Electronics	*		
Cosmetology	*		
Machine Tool Operation/Machine Shop	*		
Welding, Brazing, and Soldering	*		
Building Construction		*	
Combination Welding		*	
Employment Preparation		*	
Home Health Aide		*	
Industrial Maintenance		*	
Residential and Light Industrial Electricity		*	
Sheet Metal		*	
Practical Nursing			*

**Canton, Grenada, Kosciusko, Lexington, Winona

Automotive Body Repair
(Goodman Campus)
First Year

First Semester	Second Semester
Shop Orientation VAB 1112	Minor Repairs..... VAB 1214
Introduction to Auto Body	Paint & Surface
Repair..... VAB 1122	Preparation I VAB 1224
Introduction to	Painting I VAB 1234
Welding VAB 1132	Frame
Removing & Replacing	Straightening I..... VAB 1242
Defective Parts..... VAB 1148	Reading..... VAB 1251
Reading..... VAB 1151	Shop Math..... VAB 1261
Shop Math..... VAB 1161	Total
Total	16 hrs.

Second Year

First Semester	Second Semester
Welding II VAB 2112	Occupational
Paint & Surface Preparation	Orientation..... VAB 2212
II VAB 2124	Frame
Painting II VAB 2133	Straightening II..... VAB 2222
Special Painting	Shop Management.... VAB 2234
Problems..... VAB 2143	Practical Shop
Body Trim &	Applications..... VAB 2248
Glasswork VAB 2154	Total
Total	16 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to repair body and fenders of automobiles. Includes instruction in body preparation for painting and finishing.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

Heating, Air Conditioning, and Refrigeration Mechanics
(Goodman Campus)

First Year

First Semester	Second Semester
Orientation, Shop Safety and Hand Tools..... VAC 1112	Math for Refrigeration & Air Conditioning VAC 1212
Reading for Refrigeration & Air Conditioning VAC 1122	Electricity for Refrigeration & Air Conditioning I..... VAC 1224
Fundamentals of Refrigeration..... VAC 1133	Electric Motors and Motor Controls..... VAC 1233
Basic Refrigeration Systems & Accessories..... VAC 1144	Home Refrigeration and Air Conditioning VAC 1245
Refrigeration Materials and Uses..... VAC 1155	Automotive Air Conditioning VAC 1252
Total 16 hrs.	Total 16 hrs.

Second Year

First Semester	Second Semester
Math for Refrigeration & Air Conditioning VAC 2312	Commercial Air Conditioning (Heating) VAC 2415
Intro. to Commercial Refrig. & Air Cond..... VAC 2322	Commercial air Conditioning (Cooling)..... VAC 2426
Electricity for Refrigeration & Air Conditioning II..... VAC 2334	System Design & Heat Load Calculation VAC 2433
Blueprint Reading..... VAC 2342	Residential Solar Systems VAC 2442
Commercial Refrigeration..... VAC 2354	Total 16 hrs.
Transport Refrigeration..... VAC 2362	
Total 16 hrs.	

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals to install, repair, and maintain the operating condition of heating, air conditioning, and refrigeration systems.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

Automotive Mechanics
(Goodman Campus)

First Year

First Semester		Second Semester	
Intro. to Mechanics....VAM 1111		Automotive Electrical	
Engine Fundamental		EquivalentVAM 1212	
Principles.....VAM 1122		The Storage Battery..VAM 1222	
Engine Performance		Automobile Engine	
MeasurementsVAM 1132		Fundamentals & Trouble-	
Engine Types and		Shooting.....VAM 1232	
Construction.....VAM 1142		Generator Fundamentals and	
Engine Components..VAM 1153		ServiceVAM 1242	
Diagnosing Engine		The Ignition System ..VAM 1252	
TroublesVAM 1162		Fuel Systms	
Connecting Rod, Piston, and		FundamentalsVAM 1263	
Ring Service.....VAM 1172		Engine Cooling	
Math for Mechanics...VAM 1181		SystemsVAM 1271	
Reading for		Math for Mechanics...VAM 1281	
Mechanics.....VAM 1191		Reading for Mech.....VAM 1291	
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Brakes and Hydraulic		Automotive Employability	
SystemsVAM 2112		Skills.....VAM 2211	
Suspension and Steering		Shop Management....VAM 2223	
SystemsVAM 2122		Practical Shop	
Manual Transmissions & Power		Applications I.....VAM 2236	
TrainsVAM 2134		Practical Shop	
Welding Appl.....VAM 2142		Applications II.....VAM 2246	
Automatic Transmissions		Total	16 hrs.
and Automatic			
Trans-Axles.....VAM 2154			
Air Conditioner & Heater			
SystemsVAM 2162			
Total	16 hrs.		

PROGRAM DESCRIPTION: An instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Includes instruction in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems. Also instruction is given in the adjustment and repair of individual components and systems such as radiators, transmissions, and carburetors.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The two classes are limited to forty students.

**Agricultural Power Machinery
(Goodman Campus)**

First Year

First Semester

Shop Orientation and Safety	VAP 1112
Introduction to Diesel Engines	VAP 1124
Diesel Systems	VAP 1132
Engine Diagnosis and Test Equipment	VAP 1143
Engine Tune-Up	VAP 1153
Reading	VAP 1161
Shop Math	VAP 1171
Total	16 hrs.

Second Semester

Repair & Overhaul of Diesel Engines I	VAP 1214
Transmissions I	VAP 1222
Differentials	VAP 1232
Hydraulic Systems I ..	VAP 1242
Welding	VAP 1252
Schematics, Parts and Service	VAP 1262
Reading	VAP 1271
Shop Math	VAP 1281
Total	16 hrs.

Second Year

First Semester

Repair & Overhaul of Diesel Engines II	VAP 2114
Transmissions II	VAP 2122
Hydraulic Systems II ..	VAP 2132
Farm Power Machinery	VAP 2142
Electrical Systems for Diesel Machinery	VAP 2154
Introduction & Repair of Air- Conditioning	VAP 2162
Total	16 hrs.

Second Semester

Occupational Orientation	VAP 2212
Shop Management & Records	VAP 2222
Practical Shop Applications I	VAP 2236
Practical Shop Applications II	VAP 2246
Total	16 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to select, operate, service, maintain, and repair a variety of agricultural power units and agricultural machinery and equipment. Includes instruction in gas, diesel, and electric units; welding, refrigeration; and hydraulics and other power systems.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

Computer/Communication Electronics
(Goodman Campus)

First Year

First Semester	Second Semester
Math for Electronics .. VCE 1113	Advanced Math for
Basic Electronic	Electronics..... VCE 1213
Drawing VCE 1121	Advanced Electronic
Hand Tools and Soldering	Drawing VCE 1221
Techniques..... VCE 1134	Basic Electricity &
Microcomputer	Electronics..... VCE 1237
Operations..... VCE 1141	Semiconductor
Safety and Occupational	Devices VCE 1243
Essentials..... VCE 1151	Principles of Computer
Electronic Systems.... VCE 1162	Interfacing VCE 1251
Schematic Reading &	Reading VCE 1261
Trouble-Shooting	Total 16 hrs.
Practices VCE 1172	
Physics for	
Electronics..... VCE 1181	
Reading VCE 1191	
Total 16 hrs.	

Second Year

First Semester	Second Semester
Semiconductor	(Select One of the Following
Circuits VCE 2114	Options)
Digital Principles..... VCE 2124	Home Equipment
Advanced Digital and	Repair I, II VCE 2218, 2228
Microprocessors..... VCE 2138	Communications Equipment
Total 16 hrs.	Repair I, II VCE 2238, 2248
	Broadcast Equipment
	Repair I, II VCE 2258, 2268
	Computer Equipment
	Repair I, II VCE 2278, 2288
	Advanced Electronic
	Funda. I, II VCE 2298, 2208
	Total 16 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to assemble, install, operate, maintain, and repair one-way and two-way communications equipment and systems, including AM and FM radio, television, hearing aids, and other electronic communication devices, or systems. Includes instruction in using actual equipment or educational trainers, in various types of equipment, motors, mechanical devices, power suppliers, amplifiers, and digital circuitry; the use of testing equipment; and Federal Communications Commission (FCC) licensing requirements.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.



Cosmetology
(Goodman Campus)

First Semester		Second Semester	
Professional Practices	VCO 1112	Life Science II	VCO 1212
Life Science I	VCO 1121	Manicuring & Pedicuring	VCO 1221
Shampoos, Scalp and Hair Care	VCO 1132	Permanent Waving....	VCO 1232
Hair Shaping	VCO 1142	Hair Coloring and Lightening.....	VCO 1242
Hair Styling.....	VCO 1153	Facials & Makeup	VCO 1252
Practical Shop Applications I.....	VCO 1168	Practical Shop Applications II.....	VCO 1269
Reading for Cosmetology	VCO 1171	Reading for Cosmetology	VCO 1271
Math	VCO 1181	Math	VCO 1281
Total	20 hrs.	Total	20 hrs.

Summer Term

Chemistry	VCO 1311
Wig Styling	VCO 1321
Thermal Techniques.....	VCO 1331
Chemical Hair Relaxing	VCO 1341
Practical Shop Applications III.....	VCO 1356
Total	10 hrs.

PROGRAM DESCRIPTION: This course is an instructional program designed to prepare students to care for and beautify hair, complexion, and hands by giving shampoos, rinses, scalp treatments, styling, cutting, coloring, bleaching, permanent waving and chemical relaxing; and giving facials, manicures, and hand and arm massage, with emphasis on hygiene sanitation, customer relations and salon management. Instruction qualifies the student who satisfactorily completes this course to be issued a certificate which entitles the student to take the State Cosmetology Board Examination for a license to become a hairdresser in the State of Mississippi.

This course requires that students meet class for a minimum of 1500 clock hours. The class is limited to twenty students.

Machine Tool Operation/Machine Shop (Goodman Campus)

First Year

First Semester		Second Semester	
Math for Machine Shop.....VMS 1113		Drilling Machines.....VMS 1212	
Machine Shop Drawing.....VMS 1123		Sawing Machines.....VMS 1222	
Orientation and Safety.....VMS 1131		Vertical Milling Machines.....VMS 1232	
Bench Work, Layout and Measurement.....VMS 1143		Horizontal Milling Machines.....VMS 1242	
Engine Lathe I.....VMS 1153		Engine Lathe II.....VMS 1253	
Metallurgy.....VMS 1162		Grinding Machines....VMS 1262	
Reading.....VMS 1171		Reading.....VMS 1271	
Total	16 hrs.	Math for Machine Shop.....VMS 1282	
		Total	16 hrs.

Second Year

First Semester		Second Semester	
Precision Grinding.....VMS 2113		Tool and Cutter Grinding.....VMS 2213	
Precision Layout.....VMS 2123		Advanced Machining ProcessesVMS 2223	
Introduction to Numerical Control.....VMS 2134		CNC Machining-Milling, LatheVMS 2236	
Shaper Operations....VMS 2143		Employability Skills....VMS 2241	
Indexing and Rotary TablesVMS 2153		Advanced Blueprint Reading.....VMS 2253	
Total	16 hrs.	Total	16 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, milling machines, and shapers. Programs may also train individuals in the use of one machine tool. Includes instruction in making computations related to work dimensions, testing feeds and speeds of machines using precision measuring instruments such as lay out tools, micrometers, and gauges; machining and heat-treating various metals; and in laying out machine parts.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

**Welding, Brazing, and Soldering
(Goodman Campus)**

First Semester

Oxy-Acetylene Welding and
Cutting..... VWE 1113
Metal Arc Welding I.. VWE 1125
Gas Metal Arc
Weldng I..... VWE 1133
Tungston Inert Gas
Welding I..... VWE 1141
Blueprint Reading I.. VWE 1152
Reading..... VWE 1161
Shop Math..... VWE 1171
Total 16 hrs.

Second Semester

Oxy-Acetylene Welding,
Cutting, Brazing,
Soldering..... VWE 1213
Metal Arc
Welding II VWE 1225
Gas Metal Arc
Welding II..... VWE 1232
Tungston Inert Gas
Welding II..... VWE 1242
Blueprint Reading II . VWE 1252
Reading..... VWE 1261
Shop Math..... VWE 1271
Total 16 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to use gases and/or welding processes and to braze and solder metal parts according to diagrams, blueprints, or written specifications.

This course requires the equivalent of two semesters of class attendance for completion. It meets 30 hours per week. the two classes are limited to forty students.

Building Construction (Kosciusko Skill Center)

The building construction course is designed to provide trainees with proper instructions leading toward entry level unsubsidized employment as a residential or commercial carpenter helper. After completion of this course, the trainee will be prepared to locate, enter, and succeed in private unsubsidized employment as a residential or commercial carpenter helper.

The course runs for one (1) year, open-entry-open-exit, meeting six (6) hours a day, five (5) days per week. the class is limited to ten (10) students with a total of fifteen (15) students to be trained in one (1) year.

Combination Welding (Kosciusko Skill Center)

The combination welding course provides comprehensive vocational training in all facets of the welding field. Students learn to work with blueprints and to set up and operate hand and semi-automatic electric arc, oxygen acetylene, and inert gas (heliarc) welding equipment. Basic units of instruction include: all position welding (flat, vertical, horizontal, and overhead), brazing, soldering, cutting, cast iron welding, pipe welding and stainless steel and aluminum welding.

The course runs for 6 months open-entry-open exit, meeting 7 hours per day per week. The course is limited to 15 students.

Employment Preparation (Kosciusko Skill Center)

The employment preparation programs, one for youth and one for youth and adults, are designed to prepare participants who are 18 years of age or older to score satisfactorily on the GED tests in order that they may qualify for a GED certificate. The training will also provide participants with the requirements for entrance into vocational training programs offered by the junior colleges. Additionally, participants will be involved in awareness programs that relate to career orientation, job seeking and keeping skills, employability skills, positive self concepts and good attitudes, resolution to personal problems that are barriers to employment, completion of employment forms, i.e. applications, preparation of resumes, and how to do a successful interview. The elements of human relations and communications are stressed to a considerable degree.

There are 12 slots available at each training site during the 3-months life cycle of the programs. Classes meet 6 hours per day.



Home Health Aide (Kosciusko Skill Center)

The home health aide program is designed to train individuals who can provide services at a skill level below that of skilled nursing care, but above that level generally available from family and friends. Potential placements and/or functions for those completing the training program include aides, attendants, and other agency staff functions for hospitals, nursing homes, and other health care facilities as well as in-home care for families and individuals needing companion, respite, hospice, home-maker, chore, and limited health support care.

There are 10 slots available during each of the 4-months life cycle of the program. The course meets 6 hours per day.

Industrial Maintenance (Kosciusko Skill Center)

This high technology course is designed to train workers who have been laid-off and are unlikely to return to their previous occupation or industry. These workers are trained in a combination of skills necessary to perform industrial mechanics, primarily for production type industries. Training components include industrial electricity, hydraulics and pneumatics, welding, machine shop, industrial operation, and individual skill assessment.

There are 10 slots available during the 9-months life cycle of the program. The course meets 6 hours per day.

**Residential and Light Industrial Electricity
(Kosciusko Skill Center)**

This course is designed to train the students to perform the following jobs at an occupational entry level. 1. Completely wire or rewire residence to code of specifications. 2. Install commercial conduit electrical systems. 3. Design residential wiring systems. 4. Perform general plant electrical maintenance work. The students are taught to use the necessary tools, equipment and testing devices.

The course runs for 6 months open-entry-open-exit, meeting 7 hours per day for 5 school days per week (35 hours per week). The class is limited to 10 students.

**Sheet Metal
(Kosciusko Skill Center)**

The sheet metal course is designed to teach a knowledge of hand and power tools, application of sheet metal materials, basic blueprint reading, sheet metal layout, construction and installation of duct work for heating and cooling for both residential and industrial buildings. Basic techniques for constructing and installing drain gutters, flashings, copings, decking cornices, tanks, louvers, and skylights are taught.

The course meets 6 hours per day for approximately 29 weeks. The class is limited to 10 participants, with open entry/open exit.

**Practical Nursing
*(District Hospitals)**

This is a twelve-month course designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first four months foundation period offers instruction in orientation to practical nursing, health, normal nutrition, human development, introduction to nursing the patient, introduction to illness, and nursing care of selected patients.

The remaining eight months of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, and maternity nursing. A certificate is awarded upon completion of the course. Each class is limited to fifteen students.

*Canton, Grenada, Kosciusko, Lexington, Winona

ACADEMIC COURSE DESCRIPTIONS

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

ACCOUNTING

ACC 1213—Principles of Accounting I.

A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures. Three hours credit.

ACC 1223—Principles of Accounting II (Prerequisite: ACC 1213).

A continuation of Accounting 1213. Three lectures. Three hours credit.

ACC 1211—Accounting Practice Case I (Prerequisite: ACC 1213 or concurrent enrollment)

Completion of two practice sets for single proprietorships. One business uses the sales, cash receipts, purchases, and cash payments journals and the other uses the voucher system. Two hours laboratory. One hour credit.

BUSINESS ADMINISTRATION

BAD 1313—Business Mathematics.

Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. Three lectures. Three hours credit.

BAD 2323—Business Statistics (Prerequisite: MAT 1313).

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three hours credit.

BAD 2413—Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

BIOLOGY

BIO 1313—Botany I.

A laboratory course dealing with the application of biological principles to the study of plants including a survey of the kinds, their structure and function. Two lectures. Two hours laboratory. Three hours credit.

BIO 1323—Botany II (Prerequisite: BIO 1313).

A continuation of BIO 1313. Two lectures. Two hours laboratory. Three hours credit.

BIO 1514—Anatomy and Physiology I.

An anatomical and physiological study of the human body, particularly the skeletal, muscular and nervous systems. Each system is considered in detail regarding both structure and function. Three lectures. Two hours laboratory. Four hours credit.

BIO 1524—Anatomy and Physiology II (Prerequisite: BIO 1514).

A continuation of Anatomy and Physiology I. A study of circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. Three lectures. Two hours laboratory. Four hours credit.

BIO 2414—Zoology I.

A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure, and function. Emphasis is on the invertebrates. Three lectures. Two hours laboratory. Four hours credit.

BIO 2424—Zoology II (Prerequisite: BIO 2414).

A continuation of BIO 2414 with emphasis on the vertebrates. Three lectures. Two hours laboratory. Four hours credit.

BIO 2924—Microbiology.

A survey of the microbes (microscopic organisms) of the plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy and life cycles. Three lectures. Two hours laboratory. Four hours credit.

CHEMISTRY

CHE 1103—General Chemistry Survey (Basic).

An introduction to the concepts and skills needed to understand general chemistry and the physical sciences. Topics covered include basic math and algebra, the use of calculators, and many fundamental chemistry principles. Three lectures. Three hours institutional credit. (Not designed to transfer.)

CHE 1211—General Chemistry Laboratory I.

Selected experiments to illustrate the principles taught in lecture. Three hours laboratory. One hour credit.

CHE 1213—General Chemistry I.

This course covers the fundamental law and theories of chemistry, together with a study of the descriptive chemistry of the non-metallic elements. Three lectures. Three hours credit.

CHE 1221—General Chemistry Laboratory II.

Selected experiments to illustrate the principles taught in lecture. Three hours laboratory. One hour credit.

CHE 1223—General Chemistry II (Prerequisite: CHE 1213).

A study of the metals, their properties, uses, and identification.

CHE 1314—Principles of Chemistry I.

Properties of matter and applications of inorganic principles. Primarily for home economics, agriculture, nursing and allied health majors. Three lectures. Three hours laboratory. Four hours credit.

CHE 1414—Introductory Organic and Biochemistry (Prerequisite: CHE 1213 or CHE 1314).

Fundamentals of organic and biological chemistry. A study of organic compounds of biological importance and some of the fundamental chemical processes associated with human biochemistry. Three lectures. Three hours laboratory. Four hours credit.

CHE 2424—Organic Chemistry I (Prerequisite: CHE 1223).

Basic principles of carbon chemistry bonding, structure, and behavior; aliphatic compounds; identification and preparation of compounds. Three lectures. Three hours laboratory. Four hours credit.

CHE 2434—Organic Chemistry II (Prerequisite: CHE 2424).

Continuation of Chemistry 2424. Aromatic and complex compounds. Three lectures. Three hours laboratory. Four hours credit.

COMPUTER SCIENCE

CSC 1113—Introduction to Computer Concepts (Co-requisite: Enrollment in MAT 1313 or higher math).

Introduction to the basic concepts and structure of computers and computer programming; flow charting; data representation; machine logic; history of computing; introduction to BASIC programming. Three lectures. Three hours credit.

CSC 1613—Computer Programming I (Prerequisite: CSC 1113).

Introduction to problem-solving methods and algorithm development; designing, debugging, and documentation in PASCAL with a variety of applications. Three lectures. Three hours credit.

CSC 2543—Introduction to Computer Systems (Advanced Computer Programming).

Basic concepts of computer systems; computer architecture; machine assembly-level and macro-languages. Two lectures. Two hours laboratory. Three hours credit.

CSC 2623—Computer Programming II.

Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of larger programs. Two lectures. Two hours laboratory. Three hours credit.

CSC 2713—Introduction to File Processing.

To introduce concepts and characteristics of storage devices; file processing techniques; data structures; elementary data base concepts. Three lectures. Three hours credit.

ECONOMICS**ECO 2113—Principles of Economics I (Macroeconomics).**

An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three hours credit.

ECO 2123—Principles of Economics II (Microeconomics).

A continuation of ECO 2113 with emphasis on price and production theory and international trade. Three lectures. Three hours credit.

EDUCATION**EDU 1311—Orientation.**

This course is designed to help the freshman adjust himself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. One lecture. One hour credit.

EDU 1613—Foundations of Education.

Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Three lectures. Three hours credit.

EDU 2543—Educational Psychology (Prerequisite: Sophomore standing, EPY 2513, or PSY 1513).

This course includes the study of such topics as health, general process of growth, interests and incentives, social psychology of the child, and the development of intelligence and learning. Three lectures. Three hours credit.

ENGINEERING**EGR 2413—Engineering Mechanics I (Statics).**

Vector Algebra, force systems, equilibrium, moments, machines, frames, trusses, friction, centroids, inertia. Three lectures. Three hours credit.

ENGLISH**ENG 1103—Developmental English I.**

This course in writing stresses basic communication skills—writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer).

ENG 1113—English Composition I.

A study of grammar and composition, with emphasis on the sentence and the paragraph. Readings, frequent themes. Three lectures. Three hours credit.

ENG 1123—English Composition II (Prerequisite: ENG 1113).

A continuation of ENG 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Three lectures. Three hours credit.

ENG 1203—Developmental English II.

A continuation of ENG 1103. Three lectures and one hour laboratory. Three hours institutional credit. (Not designed to transfer).

ENG 2223—American Literature I.

Representative prose and poetry of the United States from Colonial beginnings through Walt Whitman. Three lectures. Three hours credit.

ENG 2233—American Literature II.

Representative prose and poetry of the United States from Walt Whitman to the present. Three lectures. Three hours credit.

ENG 2323—English Literature I.

A survey of English literature from Beowulf through the Age of Neo-Classicism. Three lectures. Three hours credit.

ENG 2333—English Literature II.

A survey of English literature from the Age of Revolution and Romance to the present time. Three lectures. Three hours credit.

EDUCATIONAL PSYCHOLOGY**EPY 2513—Child Psychology (Human Growth and Development I).**

A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social, and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three hours credit.

EPY 2523—Adolescent Psychology (Human Growth and Development II).

A study of the individual during the adolescent years. Three lectures. Three hours credit.

EPY 2533—Human Growth and Development.

This course is designed to study the human organism as it is affected by growth and development from conception to old age; including topics concerning significant changes in abilities, interests, social and emotional adjustments of each maturity level and important implications of growth and development to nurses. Three lectures. Three hours credit.

GEOGRAPHY

GEO 1113—World Geography.

A regional survey of the basic geographic features and major new developments of the nations of the world. Three lectures. Three hours credit.

GRAPHICS AND DRAWING

GRA 1113—Engineering Drawing I.

The use of instruments, geometric construction, orthographic projections, sectional views, and lettering. Six hours laboratory. Three hours credit.

GRA 1123—Engineering Drawing II (Prerequisite: GRA 1113).

Auxiliary views, dimensioning, anometric projections, oblique drawing, and fasteners, concepts of descriptive geometry. Six hours laboratory. Three hours credit.

GRA 1143—Graphic Communications.

Blueprint reading, general use of instruments, understanding basic lines and planes. Lettering theory of projection drawing; technical communication through orthographic, auxiliary, and oblique vision. Six hours laboratory. Three hours credit.

GRA 1153—Visualization and Graphic Design (Prerequisite: GRA 1143).

Freehand methods and practice in pictorial and orthographic projections. Detail and sectional graphic design problems involving the geometry of points, lines, and planes in space relationships, concepts of descriptive geometry. Six hours laboratory. Three hours credit.

HISTORY

HIS 1113—Western Civilization I.

A general survey of European history from ancient times to 1660 A.D. Three lectures. Three hours credit.

HIS 1123—Western Civilization II.

A general survey of Western civilization since 1660 A.D. Three lectures. Three hours credit.

HIS 2213—American (U.S.) History I.

This course is a survey of U.S. History from the period of discovery and exploration through the Reconstruction. Three lectures. Three hours credit.

HIS 2223—American (U.S.) History II.

This course is a survey of U.S. History from Reconstruction to the present. Three lectures. Three hours credit.

HEALTH, PHYSICAL EDUCATION AND RECREATION**HPR 1111—General Activities (First Course).**

These courses include varied exercises and activities such as volleyball, etc. No lecture is involved. Not designed for physical education majors. Two classes. One hour credit.

HPR 1121—General Activities (Second Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 1131—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 1141—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 1213—Personal and Community Health I.

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three hours credit.

HPR 1313—Introduction to Health, Physical Education and Recreation.

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

HPR 1511—Team Sports (First Course).

Lecture on rules and techniques in basketball, stunts and tumbling. Two classes. One hour credit.

HPR 1521—Team Sports (Second Course).

Lecture on rules and techniques in volleyball and softball. Two classes. One hour credit.

HPR 1531—Individual and Dual Sports (First Course).

Lecture and practice in paddle tennis and flag football. Two classes. One hour credit.

HPR 1541—Individual and Dual Sports (Second Course).

Lecture and practiced in badminton and tennis. Two classes. One hour credit.

HPR 2111—General Activities (Third Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 2121—General Activities (Fourth Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 2131—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 2141—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 2213—First Aid and Civil Defense.

First aid treatment as practiced by the American Red Cross; Standard, Advanced, and Instructor's Courses. Civil Defense adult education course teaching personal and family survival under nuclear attack and natural disaster. Three lectures. Three hours credit.

HPR 2323—Recreational Leadership.

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.

INDUSTRIAL EDUCATION**IED 1213—Woodwork I.**

Knowledge, appreciation, and skill in use of hand tools; woods, joints, finishes, fasteners, and job planning. Six hours laboratory. Three hours credit.

IED 1223—Woodwork II.

Mill practices and techniques. Machine tool operation; job planning and design. Six hours laboratory. Three hours credit.

IED 2313—General Metal Work.

Design in metal, new materials, jigs, machine processes, and metal finishes; construction of metal projects. Six hours laboratory. Three hours credit.

IED 2323—Forging and Welding.

Practice in handforging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

IED 2413—History and Appreciation of the Artcrafts.

Growth and development of the artcrafts through the ages; instructional materials; practical designs; construction of projects in art metal, leather, plastics, ceramics, and other handicrafts. One lecture. Four hours laboratory. Three hours credit.

JOURNALISM**JOU 1111—College Publications I.**

A laboratory course designed to give practical experience in working with the college yearbook, the *Horizons* or the college newspaper the *Growl*. Planning, lay-outs, typewriting, proofreading, and photography

will be emphasized according to student interest. Two hours laboratory. One hour credit.

JOU 1121—College Publications II.

A continuation of JOU 1111. Two hours laboratory. One hour credit.

JOU 2111—College Publications III.

A laboratory course that will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement of skills in headline writing, copy editing, and makeup and design will be stressed. Two hours laboratory. One hour credit.

JOU 2121—College Publications IV.

A continuation of JOU 2111. Two hours laboratory. One hour credit.

MATHEMATICS

MAT 1103—Developmental Math I.

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer.)

MAT 1213—College Mathematics I (Arithmetic & Algebra).

This course is designed to develop for the student the mathematical concepts and techniques for a program in general education. The basic concepts of arithmetic and an introduction to the fundamentals of elementary algebra are presented. Three lectures. Three hours credit.

MAT 1233—Intermediate Algebra (Prerequisite: One year high school algebra or MAT 1213).

This course is designed for students whose qualifications are deficient for College Algebra and for students whose curriculum requires three hours of mathematics for graduation. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphics, and simultaneous equations and basic geometric concepts. Three lectures. Three hours credit.

MAT 1313—College Algebra (Prerequisite: Two years high school algebra or MAT 1233).

This comprises a review of algebraic operations, systems of linear equations, and quadratic equations; and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three hours credit.

MAT 1323—Trigonometry (Prerequisite: MAT 1313 or permission of Academic Dean).

This course is a study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three hours credit.

MAT 1333—Finite Mathematics (Prerequisite: MAT 1313).

Introduction to symbolic logic, set theory, probability theory, difference equations, linear programming, and game theory with applications oriented toward business decision making and the behavioral sciences. Three lectures. Three hours credit.

MAT 1613—Calculus IA.

Coordinate systems; basic theorems of analytics; functions; limits; the derivative; the integral; differentiation and integration of algebraic functions&plications. Three lectures. Three hours credit.

MAT 1623—Calculus IIA (Prerequisite: MAT 1613).

Differentiation and integration of transcendental functions; the definite integral; methods of integration&plications. Three lectures. Three hours credit.

MAT 1723—The Real Number System.

Open only to elementary or special education majors. Structure and properties of the number systems of arithmetic. Three lectures. Three hours credit.

MAT 1733—Geometry, Measurement and Probability.

Open only to elementary or special education majors. Intuitive foundations of geometry, basic concepts of measurements and probability. Three lectures. Three hours credit.

MAT 2613—Calculus IIIA (Prerequisite: MAT 2613).

Solid analytics; vectors; improper integrals; line integration. Three lectures. Three hours credit.

MAT 2623—Calculus IVA (Prerequisite: MAT 2613).

Infinite series; partial differentiation; multiple integrals. Three lectures. Three hours credit.

MAT 2913—Differential Equations (Prerequisite: MAT 1623 and concurrent enrollment in MAT 2613).

Solution of first and higher order differential equations; existence theorems; solution by series; and application to problems in geometry, physics, and chemistry. Three lectures. Three hours credit.

MODERN FOREIGN LANGUAGE**MFL 1113—Elementary French I.**

This course is designed to develop basic language skills; speaking, reading, writing. Phonetic symbols are used to aid correct pronunciation, but the principal aid is to be found in the language laboratory. Three lectures. One hour laboratory. Three hours credit.

MFL 1123—Elementary French II.

A continuation of MFL 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. One hour laboratory. Three hours credit.

MFL 1313—Elementary German I.

This course covers the fundamentals of grammar, conversation, and reading. Emphasis is not only on syntax but also on vocabulary and pronunciation with practice in listening and speaking. Three lectures. One hour laboratory. Three hours credit.

MFL 1323—Elementary German II.

A continuation of German 1313. Three lectures. One hour laboratory. Three hours credit.

MFL 2113—Intermediate French I.

A review of French grammar, and continued development of basic language skills. Reading materials are used which have literary and cultural value. Three lectures. One hour laboratory. Three hours credit.

MFL 2123—Intermediate French II.

Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village, with class conversation concerning the contents of this book. Three lectures. One hour laboratory. Three hours credit.

MFL 2313—Intermediate German I.

This course is primarily a reading course. A review of grammar is provided as well as practice in comprehension and speaking. Three lectures. One hour laboratory. Three hours credit.

MFL 2323—Intermediate German II.

A continuation of German 2313. Three lectures. One hour laboratory. Three hours credit.

MUSIC

MUSIC FOUNDATIONS (Education, History, Theory)

MUS 1113—Music Appreciation.

Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.

MUS 1214, 1224, 2214, 2224—Music Theory I, II, III, IV.

Recognition and part writing. Diatonic intervals, major and minor triads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. Three lectures. Two hours laboratory. Four hours credit.

MUS 2312—Music History I.

Music of the Middle Ages and Renaissance. Music before 1600 viewed in the broad perspective of the trends and movements of general cultural history; emphasis on listening and analysis. Two lectures. One hour laboratory. Two hours credit.

MUS 2322—Music History II.

Music of the Baroque and Classic Periods. The period 1600 through the works of Beethoven. Two lectures. One hour laboratory. Two hours credit.

MUSIC APPLIED

(Brass, Organ, Percussion, Piano, Strings, Voice, and Woodwinds)

MUA 1141, 1151, 2141, 2151—Brass for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1172, 1182, 2172, 2182—Brass for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1331, 1341, 2331, 2341—Organ for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1363, 1373, 2363, 2373—Organ for Music Majors I, II, III, IV.

One hour private instruction. Nine hours practice. Three hours credit.

MUA 1441, 1451, 2441, 2451—Percussion for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1472, 1482, 2472, 2482—Percussion for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1511, 1521, 2511, 2521—Class Piano I, II, III, IV.

For instrumental and voice majors only. One lesson. Three hours practice. One hour credit.

MUA 1541, 1551, 2541, 2551—Piano for Non-Majors I, II, III, IV.

One lesson. Three hours practice. One hour credit.

MUA 1573, 1583, 2573, 2583—Piano for Music Majors I, II, III, IV.

One hour private instruction. Nine hours practice. Three hours credit.

MUA 1641, 1651, 2641, 2651—Strings for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1672, 1682, 2672, 2682—Strings for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1711, 1721—Class Voice I, II.

For Piano, Organ, and Instrumental majors only. One lesson. Three hours practice. One hour credit.

MUA 1741, 1751, 2741, 2751—Voice for Non-Majors I, II, III, IV.

One lesson. Three hours practice. One hour credit.

MUA 1772, 1782, 2772, 2782—Voice for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1841, 1851, 2841, 2851—Woodwinds for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1872, 1882, 2872, 2882—Woodwinds for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUSIC ORGANIZATIONS

(Band, Small Band Groups, Stage Band, Choir, Small Singing Groups)

MUO 1111, 1121, 2111, 2121—Band I, II, III, IV.

Four practice sessions. One hour credit.

MUO 1141, 1151, 2141, 2151—Small Band Groups I, II, III, IV.

One practice session. One hour credit.

MUO 1171, 1181, 2171, 2181—Stage Band I, II, III, IV.

One practice session. One hour credit.

MUO 1211, 1221, 2211, 2221—Choir I, II, III, IV.

Three hours practice. One hour credit.

MUO 1241, 1251, 2241, 2251—Small Singing Groups I, II, III, IV.

One practical session. One hour credit.

NURSING, ADN

NUR 1117—Fundamentals of Nursing.

Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the Holmes Junior College Associate Degree Nursing Program. Emphasis is placed on normal basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions. Four lectures. Nine hours laboratory. Seven hours credit.

NUR 1128—Adult-Child Nursing I.

The first of two courses which focus on the utilization of the nursing process in the care of adults and children who have threats to basic human needs. Care of the pre- and post-operative patient is explored. Concepts introduced in Nursing 1117 are reinforced and applied. Nutrition and pharmacology are integrated. Five lectures. Nine hours laboratory. Eight hours credit.

NUR 2135—Psychiatric/Mental Health Nursing.

This course focuses on the utilization of the nursing process in the care of patients with unmet psychosocial needs in a psychiatric setting. The clinical experience affords students the opportunity to utilize therapeutic communication in nurse/patient relationships. The psychopathology underlying altered behavioral responses to unmet needs will be explored and utilized as a basis for understanding the rationale for nursing approaches in the clinical setting. Eight lectures. Sixteen hours laboratory per week for eight-week summer session. Five hours credit.

NUR 2148—Maternal-Child Nursing.

This course focuses on the utilization of the nursing process in the care of mothers and children at various age levels. It introduces basic nursing knowledge and skills related to meeting normal needs with emphasis on the role of the nurse, as any threats to those needs are encountered. Four lectures. Twelve hours laboratory. Eight hours credit.

NUR 2158—Adult-Child Nursing II.

The second of two courses which focus on the utilization of the nursing process in the care of the adult and child patient. This course builds on Nursing 1128. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience in organizing, implementing and evaluating care for patients. Nutrition and pharmacology are integrated. Four lectures. Twelve hours laboratory. Eight hours credit.

NUR 2162—Management and Career Development.

This course is designed to introduce to the student basic principles of organization, management and career development that will assist the student as he/she functions as an associate degree nurse. Current issues and trends presently influencing nursing and the field of health care are discussed. Two lectures. Two hours credit.

PHILOSOPHY AND BIBLE**PHI 1113—Old Testament Survey.**

This is a study of the entire Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy, and poetry. Three lectures. Three hours credit.

PHI 1133—New Testament Survey.

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. Three lectures. Three hours credit.

PHI 1153—The Life of Christ.

The aim of this course is to give the student a general knowledge of the most important event in the life of Christ in a chronological order as found in the Gospels. The Gospels will be studied as a unit en-

deavoring to get a composite picture of the life and earthly ministry of Jesus. Three lectures. Three hours credit.

PHI 2813—Geography and History of the Holy Lands.

A study of the geography, history, and culture of the Holy Lands. The course will include lectures, related reading, and a research paper. May include a tour of the Holy Lands. Three lectures. Three hours credit.

PHYSICS

PHY 2414—General Physics I (Prerequisite: MAT 1323).

A study of mechanics, heat, and sound. Three lectures. Three hours laboratory. Four hours credit.

PHY 2424—General Physics II (Prerequisite: PHY 2414).

A study of electricity, magnetism, light, and modern physics. Three lectures. Three hours laboratory. Four hours credit.

PHY 2514—General Physics IA (Prerequisite: MAT 1623).

For engineering and science students. A study of mechanics, heat, and sound. Three lectures. Three hours laboratory. Four hours credit.

PHY 2524—General Physics IIA (Prerequisite: PHY 2514).

For engineering and science students. A study of magnetism, electricity, and light. Three lectures. Three hours laboratory. Four hours credit.

POLITICAL SCIENCE

PSC 1113—American National Government.

Survey of the organizations, political aspects of and basis for American government. Three lectures. Three hours credit.

PSC 1123—American State and Local Government.

Relationship between states and federal governments, and between states and their subdivisions; organizations, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three hours credit.

PSYCHOLOGY

PSY 1513—General Psychology I.

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three lectures. Three hours credit.

READING

REA 1103—Developmental Reading I.

A laboratory course designed to offer special reading instruction to students deficient in reading skills. Two lectures. Two hours laboratory. Three hours institutional credit. (Not designed to transfer).

REA 1203—Developmental Reading II.

A continuation of REA 1103. Two lectures. Two hours laboratory. Three hours institutional credit. (Not designed to transfer).

REA 1213—Reading Improvement I.

A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Three lectures. Three hours credit.

REA 1223—Reading Improvement II.

A continuation of REA 1213. Three lectures. Three hours credit.

REA 1233—Speed Reading I.

Diagnostic testing followed by practice in skills according to the needs of the students. Emphasis on comprehension skills such as getting main ideas, summarizing, organizing, and drawing conclusions. Guidance in developing wide reading interests that will provide background for college courses. Two lectures. Two hours laboratory. Three hours credit.

REA 1301—Prescriptive Reading.

Designed for the student who desires assistance in a specific but limited area of weakness. 15 hours laboratory per semester. One hour institutional credit. (Not designed to transfer).

SOCIOLOGY

SOC 2113—Introduction to Sociology.

A study of human relationships. Students will receive a synopsis of the whole field of sociology; the social world, the social and cultural processes within this world, and the integration of these processes in relation to the individual, the group, and the institution. Three lectures. Three hours credit.

SOC 2143—Marriage and Family.

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of Socio-economic adjustments to society. Three lectures. Three hours credit.

SPEECH AND THEATRE

SPT 1113—Oral Communication (Principles of Speech).

Correct and effective English; correct pronunciation and enunciation; breath control; study and practice in making speeches for all occasions, major emphasis on organization of material; and practice in speaking before the group. Three lectures. Three hours credit.

SPT 1233—Acting I (Prerequisite: SPT 1113).

An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation

of scenes from plays prepare the student for required performance in either a workshop or a major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Required laboratory. Three hours credit.

SPT 1241, 1251, 1261, 1271—Drama Production I, II, III, IV.

Participation in college drama productions. Three hours laboratory. One hour credit.

SPT 2143—Oral Interpretation (Prerequisite: SPT 1113).

Training is given in the techniques of oral interpretative reading; its theories and practices. Emphasis is placed on studies of the backgrounds of the authors and selections, and upon reading the printed page. Three lectures. Three hours credit.

SPT 2243—Directing (Prerequisite: SPT 1113).

Principles of stage directing, preparation of a director's prompt book and the directing of a one-act play. Three lectures. Four hours laboratory for the last four weeks of the semester. Three hours credit.



TECHNICAL COURSE DESCRIPTIONS

ACCOUNTING

TAC 1114—Introduction to Accounting.

Fundamentals of accounting and their application to various types of business as to ownership, organization, and functions. Accounting 1114 includes the full accounting cycle for double-entry accounting. The major purpose is to provide a basic accounting knowledge for prospective office workers. Three lectures. Two hours laboratory. Four hours credit.

TAC 2121—Computerized Accounting Practice Set.

This is computerized accounting with integrated general ledger, accounts receivable and accounts payable systems. This practice set provides operating procedures with illustrations and transaction input forms. Two hours laboratory. One hour credit.

BUSINESS ADMINISTRATION

TBA 2413—Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

BUILDING CONSTRUCTION

TBC 1113—Fundamentals of Carpentry.

A course designed to familiarize the student with the fundamentals of carpentry, principles involved in a typical structure, and their applications and solutions. One lecture and four hours laboratory. Three hours credit.

TBC 1123—Construction Blueprint Reading.

A course designed to teach the student how to read and interpret plans and specifications for residential and light commercial construction. Three lectures. Three hours credit.

TBC 1133—Methods and Materials.

This course is designed to teach the student the different methods of light and heavy construction and materials to be used. Emphasis will be placed on construction safety and first aid. Three hours lecture. Three hours credit.

TBC 1142—Welding Applications.

This course is designed to teach the student basic welding procedures as related to construction plumbing and pipe fitting. One hour lecture. Two hours laboratory. Two hours credit.

TBC 2173—Construction Planning and Scheduling.

This course is designed to teach the student the sequence of construction as it relates to installation of materials and equipment. It is also designed to teach the importance of rigid management of people and time. The student will be taught to plan and maintain a work schedule. Three hours lecture. Three hours credit.

TBC 3144—Cost and Estimating I.

Preparation of material and labor quantity surveys from actual working drawings and specifications. Includes instruction in computations using tables, formulas, and calculators. Four lectures. Four hours credit.

TBC 3153—Electrical Wiring.

A course designed to give the student a working knowledge of the electrical area in house wiring and light commercial construction. Two lectures. Two hours laboratory. Three hours credit.

TBC 3213—Introduction to Plumbing & Pipe Fitting.

This course is designed to teach basic plumbing and fitting as outlined in the standard plumbing code. It also includes how to select pipes, valves, fittings, and hangers based on the service on which they are to be used. Two hours lecture. Two hours laboratory. Three hours credit.

TBC 4113—Theory of Mechanical Systems.

This course is designed to teach the basic theory of heating, chill water, steam and gas systems, and how they work. Three hours lecture. Three hours credit.

TBC 4143—Cost and Estimating II.

A continuation of TBC 3143 with emphasis placed on compliance of equipment to the actual working drawings. Three hours lecture. Three hours credit.

BANKING AND FINANCE TECHNOLOGY

(These courses are taught only in the evening class program on a "need" basis.)

TBF 1113—Principles of Banking.

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

TBF 1123—Money and Banking.

Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking in-

dustry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

TBF 1133—Analyzing Financial Statements.

Organized into two main sections: Characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. Three lectures. Three hours credit.

TBF 1173—Supervision and Personnel Administration.

Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. Three lectures. Three hours credit.

TBF 1193—Business Mathematics.

This course is designed for the student who requires refresher work in the fundamentals of business mathematics. It includes a variety of topics, including fundamental arithmetic tools, fractions, decimals, business documents, payrolls, statistical data and graphs, depreciation and simple interest. Three lectures. Three hours credit.

TBF 2153—Fundamentals of Bank Data Processing.

Broadly based on non-technical explanation of electronic data processing as applied to banks. Geared to fundamental principles, concepts, and functions of automation; a general briefing on the essentials of bank data processing. Practical approach to equipment and techniques applied to the automation of banking systems. Three lectures. Three hours credit.

TBF 2163—Installment Credit.

Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. Three lectures. Three hours credit.

TBF 2713—Principles of Real Estate.

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

TBF 2723—Real Estate Law.

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

TBF 2733—Real Estate Finance.

This course provides a background in the varied real estate mortgage credit operations of commercial banks in the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Three lectures. Three hours credit.

TBF 2743—Real Estate Appraisal.

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. Three lectures. Three hours credit.

BUSINESS AND OFFICE**TBO 1113—Keyboarding I.**

Mechanism, care, and operation of the typewriter; keyboard drills to gain speed and accuracy; introduction to letter forms. Students with a year of high school typewriting normally do not take this course. Three lectures. Three hours credit.

TBO 1213—Shorthand I.

The theory and practice of Gregg shorthand. The principles are applied by reading and writing shorthand with a limited amount of dictation and transcription from shorthand notes. Students with a year of high school shorthand normally do not take this course. Three lectures. Three hours credit.

TBO 1313—Records Management.

The various methods of filing with sufficient practice in the laboratory to develop skill in the operation of the system. Coding, indexing, equipment, materials, and database management are emphasized. Three lectures. Three hours credit.

TBO 2123—Keyboarding II. (Prerequisite: High school typewriting or TBO 1113).

Advanced drills for speed and accuracy; letter forms; telegrams and other business forms; manuscript typewriting. Three lectures. Three hours credit.

TBO 2223—Shorthand II. (Prerequisite: High school shorthand or TBO 1213).

A continuation of TBO 1213. Three lectures. Three hours credit.

TBO 2513—Business Math with Calculator Applications.

To perform basic mathematical functions and skills in solving typical business application problems. Speed and accuracy in keyboarding will be emphasized. Three lectures. Three hours credit.

TBO 2613—Business Communications. (Prerequisite: ENG 1113).

Study and practice in writing different types of business letters and reports, with emphasis on correct spelling, grammar, punctuation, and clarity of communication. Three lectures. Three hours credit.

TBO 3233—Shorthand III. (Prerequisite: TBO 2223).

The aim of this course is to increase accuracy and speed of transcription with emphasis on mailability of letters. Three lectures. Three hours credit.

TBO 3313—Microcomputer Information Processing. (Prerequisite: TBO 2123).

Operation of microcomputers with word processing applications taught with WORDSTAR, MAILMERGE, and QUICKFILE software programs. Three lectures. Three hours credit.

TBO 4143—Information Processing II. (Prerequisite: TBO 3313).

Skill is developed in the operation of information processing machines such as memory, electronic, and display typewriters. Included is production of various typewritten communications with emphasis on quality and quantity. Three lectures. Three hours credit.

TBO 4413—Office Administration and Procedures.

This course is designed to present essential duties and special techniques for a career in an office environment at the highest professional level to acquaint the student with the modern electronic office systems and practices with emphasis on machine transcription. Three lectures. Three hours credit.

CHILD CARE

TCC 1111—Curriculum Ideas for Young Children.

Exploring curriculum ideas for young children through the child care curriculum lab, Holmes Junior College Library and other field experiences. Two hours laboratory. One hour credit.

TCC 1123—Art for Children.

Introduction of a variety of creative art activities for young children. Emphasis placed on encouraging art expression by children, not perfecting art skills. Three lectures. Three hours credit.

TCC 1154—Child Development I.

This course focuses on each aspect of the child's development—social, cognitive, emotional and physical. Case studies will help students learn to apply theory to common situations. Laboratory work consists of directed observation and participation. Three lectures and two hours laboratory. Four hours credit.

TCC 1212—Child Nutrition and Health Care I.

Basic information regarding nutrition, the nutritional value of food, and the relationship of food and food habits to the nutrition of the young child. One lecture and two hours laboratory. Two hours credit.

TCC 2113—Music for Children.

Introduction of a variety of creative music activities for young children. Emphasis placed on encouraging musical expression by children, not perfecting musical skills. Three lectures. Three hours credit.

TCC 2154—Child Development II.

A continuation of TCC 1154. Two lectures. Four hours laboratory. Four hours credit.

TCC 2222—Child Nutrition and Health Care II.

A continuation of TCC 1212. One lecture and two hours laboratory. Two hours credit.

Note! The above courses replace TCC 2133.

TCC 3125—Day Care Practicum I.

This course is designed for the student to participate actively in the training and supervision of children in the campus child care center. The student is closely supervised by a qualified instructor. Two lectures and six hours laboratory. Five hours credit.

TCC 3133—Language Arts for Children.

A study of the basic forms of communication development including: pre-reading, pre-writing, listening and speaking skills. Included will be various forms of children's literature and quality selection for the preschooler. Three lectures. Three hours credit.

TCC 3143—Physical/Motor Development for Children.

An analysis of the fundamental motor patterns developed during early childhood with emphasis on fine and gross motor skills. Three lectures. Three hours credit.

TCC 3153—Methods and Materials for Teaching Children.

Approaches to teaching and guiding learning of young children analyzed and practiced along with materials effective in supporting each strategy. Three lectures. Three hours credit.

TCC 4113—Administration of Programs for Young Children.

A course in the organizational structure and management of various programs for young children. Three lectures. Three hours credit.

TCC 4123—Teaching the Special Child.

This course is designed to meet the need for teachers with more meaningful individual education for children with learning disabilities and other areas of exceptionality in children. Three lectures. Three hours credit.

TCC 4135—Day Care Practicum II.

A continuation of TCC 3125. Two lectures and six hours laboratory. Five hours credit.

MACHINIST/CNC**TCN 1114—Machine Tool Technology I.**

This course teaches set-up and operation of drilling machines, saws, lathes, and milling machines. Emphasis is also placed on precision measurement, inspection, hand tools, layout tools, and bench work. Two hours lecture. Four hours laboratory. Four semester hours credit.

TCN 1124—Machine Tool Technology II.

This course teaches advanced lathe procedures, the operation of shapers and slotters, vertical and horizontal milling machines, abrasives, grinding machines, cutting fluids and metallurgy. Program writing for CNC equipment is also studied. Two hours lecture. Four hours laboratory. Four semester hours credit.

TCN 1213—Die Making Procedures I.

This course defines the role of die sets in industry focusing on terminology, screw holes, dowel holes, die life, heat treatment, and the principles of blanking and piercing dies. One hour lecture. Six hours laboratory. Four semester hours credit.

TCN 1224—Die Making Procedures II.

This course teaches students the basics of punches, punch plate-punch relationships, pilots, die block construction, die stops, and stock material layout. One hour lecture. Six hours laboratory. Four semester hours credit.

TCN 2114—Special Machine Processes I.

This course is designed to teach principles of tool and cutter grinding, electrical discharge machines, and advanced computer numerical control. Emphasis will be placed on machine set-up and operation. Two hours lecture. Four hours laboratory. Four semester hours credit.

TCN 2314—Computer Numerical Control Programming (CNC).

Introduction to numerical control of machining operations. Study of languages (APT, COMPACT II) and programming of automated machine tools. Study of CNC and DNC configurations of machine tools and computers. Analysis/study of typical industrial CNC/DNC systems. Two hours lecture. Four hours laboratory. Four semester hours credit.

TCN 2414—Die Building I.

This course teaches the building of elementary blanking and piercing dies, essential die-to-press relationships, and elementary bending and forming dies. Emphasis is on building and testing dies. One hour lecture. Six hours laboratory. Four semester hours credit.

TCN 2424—Die Building II.

This course teaches the building and testing of combination dies, compound dies, and progressive dies. One hour lecture. Six hours laboratory. Four semester hours credit.

DISTRIBUTION & MARKETING

TDM 1113—Retailing.

A study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Three hours lecture. Three semester hours credit.

TDM 1123—Advertising Principles.

An introduction to advertising media. Principles involved with each of the major media are studied. Newspaper, T.V., radio, magazine, direct mail, and outdoor advertising techniques are studied from a practical viewpoint. Students will be required to prepare a layout work in the print media area. Three hours lecture. Three semester hours credit.

TDM 1213—Salesmanship.

A retail, wholesale, and specialty selling course. Emphasis upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Three hours lecture. Three semester hours credit.

TDM 1313—Production Planning and Problems.

This course is designed to familiarize the students with the basic concepts of production and the related problems. Two hours lecture. Two hours laboratory. Three semester hours credit.

TDM 2113—Principles of Marketing.

A study of marketing structure within the United States economic system. Analysis of the movement of goods from producer to consumer through various channels of distribution, functions of marketing, and social and economic implications. Three hours lecture. Three semester hours credit.

TDM 2213—Microcomputers.

Operation of microcomputers in retail and wholesale businesses will be studied. Practical applications include word processing, personnel files on data base, spreadsheets, and sales projections. One hour lecture. Four hours laboratory. Three semester hours credit.

TDM 2223—Personnel Management.

A study of the objectives, functions and organization of personnel programs. Emphasis is centered on job evaluation, selection and placement, education and training, safety and health, employee services, employee relationships, industrial relations, and personnel research. Three hours lecture. Three semester hours credit.

TDM 2413—Marketing Seminar with Practicum.

On-the-job work experience in an approved retailing or marketing organization under the supervision of the organization and the instructor. Written assignments will be required of the student along with a written evaluation of the student made by the organization furnishing

training. A minimum of 250 hours work experience each semester is required. One hour lecture. Three semester hours credit.

DATA PROCESSING TECHNOLOGY

TDP 1113—Introduction to Data Processing/Data Entry.

This introductory course is designed to give the student a background and overview of the scope of business data processing with emphasis on data entry activities. Emphasis is placed on computer terminology with hands-on experience given using different types of software. Two lectures. Two hours laboratory. Three semester hours credit.

TDP 1114—BASIC Programming (Evening Program).

This introductory course is designed to give the student a background and overview of the scope of business data processing. Through the use of modern computer equipment, students will be taught structured programming with the BASIC language. Three lectures. Two hours laboratory. Four hours credit.

TDP 1115—BASIC Programming.

This introductory course is designed to give the student a background and overview of the scope of business data processing. Through the use of modern computer equipment, students will be taught structured programming with the BASIC language. Three lectures. Four hours laboratory. Five hours credit.

TDP 2115—COBOL Programming with Business Applications.

Applying computer logic and concepts to solving business problems in accounts receivable, accounts payable, payroll, inventory control, and sales analysis. Introduction to COBOL programming language. Three lectures. Four hours laboratory. Five hours credit.

TDP 2224—Computer Operations and Control.

This is a detailed study of common operating systems and procedures used to control the hardware and software of an entire computer configuration. In this hands-on environment, the student will learn the limits of control over data files and libraries. In addition, an in-depth introduction to the IBM minicomputer utility programs will be presented. Three lectures. Two hours laboratory. Four hours credit.

TDP 3113—Computer Software Applications. (Prerequisites: TDP 1113, TDP 1115).

This class is a survey of popular business-oriented software packages. Using modern computer equipment, the student will be involved in typical business applications using the computer to produce desired results. Two lectures. Two hours laboratory. Three hours credit.

TDP 3115—RPG II Programming.

This is a basic course that advances concepts, terminology, and the theory of modern computers and provides additional instruction in the use of selected IBM minicomputer utility programs. Students are intro-

duced to business-related RPG II programming projects. Three lectures. Four hours laboratory. Five hours credit.

TDP 4214—Systems Analysis and Design.

Use of data processing equipment in designing a complete management information system. Shows how all business functions interrelate by requiring students to analyze manual procedures, design a sound systems approach, make proper selections, and implement a feasible conversion schedule. Two lectures. Four hours laboratory. Four hours credit.

TDP 4224—Advanced RPG II Programming.

This course is designed to expand the student's knowledge of RPG II programming language. Correlation between this course and TDP 4214—System Analysis and Design, is drawn to enable a student to start at the very beginning and advance to accomplish an overall desired result. Two lectures. Four hours laboratory. Four hours credit.

ENGINEERING

TEG 3133—Statics and Strength of Materials.

Offered first semester. An introductory course into the field of structural design, consisting of a study of statics and strength of materials. Emphasis is given to elementary analysis of forces in simple structures, and a study of the properties of such materials as steel, wood, and concrete, and the design of beams, columns, and shafts with these materials. Three lectures. Three hours credit.

TEG 4143—Surveying.

Offered second semester. A familiarization laboratory designed to develop in the drafting student the ability to take surveyor's notes and convert them into finished drawings. It includes basic principles of geometry, theory, and use of instruments, mathematical calculators, and the control and reduction of errors. One lecture. Four hours laboratory. Three hours credit.

ENGLISH

TEN 1103—Developmental English I.

This course in writing stresses basic communication skills—writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. Three lectures. Two hours laboratory. Three hours institutional credit. (Not designed to transfer).

TEN 1203—Developmental English II.

A continuation of TEN 1103. Three lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer).

ELECTRICAL & POWER TRANSMISSION

TEP 1113—Power Generation and Transmission.

A course designed to provide the students with a knowledge of the different methods of power generation currently in use and future al-

ternatives. Also included are the procedures used to transmit electricity from the point of generation to the point of consumption. Three hours lecture. Three semester hours credit.

TEP 1214—Electric Power Technology I.

This course is designed to teach the theory of DC and AC currents, voltages and components. Also included is the design and theory of operation of DC motors and generators. Three hours lecture. Two hours laboratory. Four semester hours credit.

TEP 1224—Electric Power Technology II.

This course is designed to teach the student the theory of single phase and three phase power, the design and theory of operation of single phase and three phase AC motors and alternators, and the design and use of electric speed control circuitry. Three hours lecture. Two hours laboratory. Four semester hours credit.

TEP 2113—Power Line Construction.

An introduction to pole line requirements, materials and framing. Line construction as related to staking, component sizing, clearance and the NESC. Special emphasis on strength calculators, sagging theory and applications, and safety factors for power line construction. Two hours lecture. Two hours laboratory. Three semester hours credit.

TEP 2512—Static Control Systems I.

This course provides the student with an indepth study of the control of AC and DC motors by the use of solid-state components and computer logic circuits. Automatic controls by the use of computers is also introduced to the student. This course will effectively prepare the student for the realities of industrial systems controlled by solid-state devices. Four hours lecture. Two hours laboratory. Five semester hours credit.

ELECTRONICS

TER 1125—Basic Electricity/Electronics.

This course is designed to familiarize the student with the basic electrical fundamentals in both AC and DC which are prerequisite to subsequent electronics studies. Laboratory exercises provide theory reinforcement and familiarity with test equipment. Three hours lecture. Four hours laboratory. Five semester hours credit.

TER 1215—Electronic Devices/Circuits. (Prerequisite: TER 1125).

A course designed to introduce the student to active devices to include semiconductor fundamentals, PN junction diodes, bi-polar transistors, bi-polar transistor circuits, uni-polar devices and an introduction to integration principles. Three hours lecture. Four hours laboratory. Five semester hours credit.

TER 1225—Digital Principles.

A course designed to introduce the student to digital logic gates, number systems, counters, registers, memory elements, control, waveform generation, display devices, and gate specifications. Three hours lecture. Four hours laboratory. Five semester hours credit.

TER 2314—Linear Integrated Circuits. (Prerequisite: TER 1215).

A course of study designed to provide the student with the opportunity to gain essential knowledge of and experience with linear integrated circuits used as differential and operational amplifiers, IC timers, phase locked loops, and other IC devices. Two hours lecture. Four hours laboratory. Four semester hours credit.

TER 2325—Microprocessor Fundamentals. (Prerequisite: TER 1225).

A study of advanced digital principles with emphasis upon microprocessor systems architecture, programming, timing, interfacing, and other software and hardware applications. Three hours lecture. Four hours laboratory. Five semester hours credit.

TER 2334—Audio and Video Principles. (Prerequisite: TER 1215).

A course designed to introduce students to circuit operations, troubleshooting and repair of audio and video systems used in industrial, communication, and computer equipment. To include video monitors, security systems, video displays, and other facsimile receivers. Three hours lecture. Two hours laboratory. Four semester hours credit.

TER 2415—Interfacing and Control Systems. (Prerequisite: TER 2314).

A course designed to provide classroom and laboratory studies of the devices, circuits, principles, and applications pertaining to electronic control systems, using electromechanical, analog, digital, and microprocessor principles. Three hours lecture. Four hours laboratory. Five semester hours credit.

TER 2625—Data Acquisition and Transmission. (Prerequisite: TER 2314).

A study of the most frequently used systems of electronic communication including the theory of operation and service. Three hours lecture. Four hours laboratory. Five semester hours credit.

FASHION MERCHANDISING**TFM 1111—Fashion Seminar I.**

Activities of this course are designed to include tours of local businesses and professional development. Two hours laboratory. One semester hour credit.

TFM 1113—Fashion and Clothing Selection.

The student will examine factors which influence wardrobe planning and design, involving application of art principles to clothing selection. Three hours lecture. Three semester hours credit.

TFM 1121—Fashion Seminar II.

Continuation of TFM 1111 with emphasis on trade shows. Two hours laboratory. One semester hour credit.

TFM 1323—Fashion Merchandising.

The student will examine and understand the concepts of the fashion industry and its relationship to retail merchandising. Three hours lecture. Three semester hours credit.

TFM 2113—Fashion and Household Fabrics.

The student will examine fibers, yarns, fabric construction, finishes, and design as applied to the selection of clothing and household fabrics. Three hours lecture. Three semester hours credit.

TFM 2131—Fashion Seminar III.

Continuation of TFM 1121 with emphasis on fashion shows. Two hours laboratory. One semester hour credit.

TFM 2141—Fashion Seminar IV.

Continuation of TFM 2131 and a broad spectrum of fashion topics. Two hours laboratory. One semester hour credit.

TFM 2313—Fashion Buying and Coordination.

Study of the functions of a buyer and fashion coordinator within the retail operation, includes logical sequences for activities and information necessary for buying and development of skills necessary for the presentation of fashion. Explores the fundamentals of merchandise planning systems. Three hours lecture. Three semester hours credit.

TFM 2423—Fashion Promotion and Display.

Emphasizes principles and application of retail sales promotions with emphasis on display, advertising, publicity, fashion shows, and other special events. One hour lecture. Four hours laboratory. Three semester hours credit.

DRAFTING AND DESIGN**TGR 1113—Fundamentals of Drafting.**

A basic course covering areas common to all drafting, with special emphasis on proper technique and early habit formation. One hour lecture. Four hours laboratory. Three semester hours credit.

TGR 2123—Descriptive Geometry.

Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space, to relate them to each other, and to apply these. One hour lecture. Four hours laboratory. Three semester hours credit.

TGR 2135—Machine Drafting.

Emphasizes methods, techniques and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. Two hours lecture. Six hours laboratory. Five semester hours credit.

TGR 3113—Fundamentals of Computer-Aided-Drafting (CAD).

Theory and problems designed to develop the ability to manipulate a computer aided drafting system (CAD) in designing and producing technical drawings equal and superior to traditional drafting techniques and drawings. Two hours lecture. Two hours laboratory. Three semester hours credit.

TGR 3145—Electrical-Piping-Sheet Metal Drafting.

An advanced course in drafting in which techniques and knowledge are employed in the planning of mechanical and electrical objects. Efficient use of all common types of applicable handbooks, code books, and other standard references are an integral part of this phase of drafting. Two hours lecture. Six hours laboratory. Five semester hours credit.

TGR 3155—Architectural Drafting.

Presentation and application of architectural drafting room standards. Two hours lecture. Six hours laboratory. Five semester hours credit.

TGR 4123—Applied Computer-Aided-Drafting (CAD).

Advanced techniques and concepts applied to assigned CAD projects involving mechanical and architectural design and TOPO drafting. One hour lecture. Four hours laboratory. Three semester hours credit.

TGR 4165—Structural Drafting.

Structural section, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook, the tables of squares and logarithms, and trigonometric functions. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. Two hours lecture. Six hours laboratory. Five semester hours credit.

TGR 4174—Map and Topographic Drawing.

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. One hour lecture. Six hours laboratory. Four semester hours credit.

CLIMATE CONTROL

TIC 1113—Control Systems I.

Introduction to automatic feedback control; control system theory; step analysis and frequency response; control valve selection and sizing; proportional, reset and derivative controls. Two hours lecture. Two hours laboratory. Three semester hours credit.

TIC 1123—Control System II.

For a given, simple process: selection of appropriate instrumentation, preparation of instrumentation diagram; cascade and ratio control; feed-forward control; loop troubleshooting; microprocessor uses. Two hours lecture. Two hours laboratory. Three semester hours credit.

TIC 1213—Mechanical Devices.

This course introduces the students to the operation of mechanical devices as they relate to pneumatic and hydraulic systems. Two hours lecture. Two hours laboratory. Three semester hours credit

INSTRUMENTATION**TIM 2124—Heating & Cooling Systems.**

This course is designed to develop an understanding of heating and cooling systems and their characteristics, maximum parameters, and limitations. The intent of this course is to present the basics of such systems and factors affecting the efficient operation of them. Two hours lecture. Four hours laboratory. Four semester hours credit.

TIM 2153—Preventative Maintenance.

This course is designed to give the student knowledge of preventative maintenance schedules and practices. Emphasis is placed on lubricants, bearings, equipment maintenance, requirements, clearances, reconditioning, protection, and operating conditions. Two hours lecture. Two hours laboratory. Three semester hours credit.

TIM 2213—Pneumatics.

This course introduces the students to the basic pneumatic principles, compression of air, work devices, control devices and circuit diagrams. Emphasis is placed on development of pneumatic control circuits and troubleshooting. Two hours lecture. Two hours laboratory. Three semester hours credit.

TIM 2223—Hydraulics.

This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. Two hours lecture. Two hours laboratory. Three semester hours credit.

MATHEMATICS**TMA 1103—Developmental Math I.**

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer).

TMA 1213—College Mathematics I (Arithmetic & Algebra).

This course is designed to develop for the student the mathematical concepts and techniques for a program in general education. The basic concepts of arithmetic and an introduction to the fundamentals of elementary algebra are presented. Three hours lecture. Three semester hours credit.

TMA 1233—Intermediate Algebra. (Prerequisite: One year high school algebra or TMA 1213).

This course is designed for students whose qualifications are deficient for College Algebra and for students whose curriculum requires three hours of mathematics for graduation. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphics, and simultaneous equations and basic geometric concepts. Three hours lecture. Three semester hours credit.

PHYSICS

TPH 3123—Physics I (Mechanics, Heat and Sound).

Fundamental laws of mechanics, heat and sound with technical applications. Two hours lecture. Two hours laboratory. Three semester hours credit.

TPH 4123—Physics II (Electricity and Optics).

Fundamental laws of electricity; magnetism and optics with technical applications. Two hours lecture. Two hours laboratory. Three semester hours credit.

PLUMBING & PIPE FITTING

TPP 1113—Plumbing Fixtures.

This course is designed to give the students a knowledge of the different types of plumbing fixtures for both industrial and residential construction. Also covered is the cost and estimating of plumbing fixtures. Two hours lecture. Two hours laboratory. Three semester hours credit.

TPP 1123—Water Supply Systems.

This course introduces the students to all types of water systems. The size, rules, regulations, and treatment of each system is covered. The testing procedures required by the State Board of Health for each water system is also included. Three hours lecture. Three semester hours credit.

TPP 2113—Sewage and Drainage Systems.

This course introduces the student to all types of sewage and drainage systems. The size, rules, regulations, and treatment of each system is covered. Also included are the testing procedures of sewage and drainage systems required by the State Board of Health. Three hours lecture. Three semester hours credit.

TPP 2123—Plumbing Inspection and Testing.

This course is designed to give the students a working knowledge of how plumbing is inspected and tested for both industrial and residential construction. State law requirements concerning the plumbing industry is also covered. Two hours lecture. Two hours laboratory. Three semester hours credit.

TPP 2133—Plumbing Repairs.

This course is arranged to give the students a knowledge of how to design a plumbing and drainage system. Also included are the most cost efficient methods for repair or replacement of plumbing fixtures. Two hours lecture. Two hours laboratory. Three semester hours credit.

READING**TRE 1103—Developmental Reading I.**

A laboratory course designed to offer special reading instruction to students deficient in reading skills. Two lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer).

TRE 1203—Developmental Reading II.

A continuation of TRE 1103. Two lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer).

TRE 1213—Reading Improvement I.

A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Three lectures. Three hours credit.

TRE 1223—Reading Improvement II.

A continuation of TRE 1213. Three lectures. Three hours credit.

ROBOTICS**TRO 1115—Robotics I.**

This course is designed to introduce the student to industrial robots. Topics to be covered include industrial robot configurations, sub-systems, operation, auxiliary functions, programming and machine adjustments. Four hours lecture. Two hours laboratory. Five semester hours credit.

TRO 2125—Robotics II.

This course teaches the VAL programming language and operating system; basic computerized numerical control; and the use of programmable controllers in a robotic system. Three hours lecture. Four hours laboratory. Five semester hours credit.

TRO 2143—Vision and Sensing Systems.

This course introduces the students to both vision and tactile sensors used for work-piece identification, acquisition or manipulation. Emphasis is placed on cameras, hardware, software, convolvers, and sensing devices that compliment each other in these systems. Two hours lecture. Two hours laboratory. Three semester hours credit.

TRO 2233—Electro-Servo Systems.

This course is designed to teach servo components servo valves, velocity servos, positional servos, force, pressure, and torque servos, amplifiers, programmers, and servo analysis. Emphasis is placed on

servo trim and maintenance, and the applications of servo systems. Two hours lecture. Two hours laboratory. Three semester hours credit.

TRO 2243—Air Logic.

This course is designed to teach the evolution of control, pneumatic power component symbology, detached symbology information gathering, and design techniques. Emphasis is placed on two-hand non-tie down variations, air preparation, fabrication, installation, trouble-shooting procedures and techniques. Two hours lecture. Two hours laboratory. Three semester hours credit.

RADIO & TELEVISION BROADCASTING

TRT 1213—Introduction to Radio and Television.

This preliminary course provides an overview of the radio and television communications industry. The history and development of radio and television as mass media and current technological changes in the industry are explored to give the student an understanding of the role of radio and television in our society. Three lectures. Three hours credit.

TRT 1312—Radio and Television Writing I. (Prerequisite: Concurrent enrollment in ENG 1113).

The study and practice of the basic techniques of copy writing for programming, commercials, and news. Emphasis will be on writing for commercial and promotional announcements. Students will perform writing assignments for the public radio station licensed to the college. Two lectures. Two hours credit.

TRT 1414—Radio Station Operations I.

The study and practice of the basic techniques of announcing and production. Students will be given practical experience as control room and transmitter operators. Students will be expected to assist in the operations of the public radio station licensed to the college. Three lectures. Two hours laboratory. Four hours credit.

TRT 2312—Radio and Television Writing II.

The study and practice of advanced techniques of copy writing for programming, commercials, and news. Emphasis will be on news writing. Students will perform writing assignments for the public radio station licensed to the college. Two lectures. Two hours credit.

TRT 2414—Radio Station Operations II.

The study and practice of advanced techniques of announcing and production. Students will be expected to perform on a professional level in the operations of the public radio station licensed to the college. Three lectures. Two hours laboratory. Four hours credit.

TRT 3512—Radio and Television Laboratory I.

Special production of a radio or television project. Four hours laboratory. Two hours credit.

TRT 3613—Television Production I.

The study and practice of the basic mechanics of video production with emphasis on the use of the camera and lighting outside of the studio. Two lectures. Two hours laboratory. Three hours credit.

TRT 3712—Mass Communications I.

The study of the organization and function of various media as channels for public information. Two lectures. Two hours credit.

TRT 3812—Station Administration I.

The study of the organization of radio and television stations and the functions of the various departments of activity and the responsibilities or duties of station personnel. Students are expected to assist in the administration of broadcasting activities of the public radio station licensed to the college. Two lectures. Two hours credit.

TRT 4512—Radio and Television Laboratory II.

Special production of a radio or television project. Four hours laboratory. Two hours credit.

TRT 4613—Television Production II.

The continued study of video production with emphasis on television studio production and video editing. Two lectures. Two hours laboratory. Three hours credit.

TRT 4712—Mass Communications II.

The continued study of mass media with emphasis on radio and television as channels for advertising. Two lectures. Two hours credit.

TRT 4812—Station Administration II.

The continued study of the functions within radio and television stations with emphasis on administrative and personnel problems. Students will continue to assist in the administration of broadcasting activities of the public radio station licensed to the college. Two lectures. Two hours credit.



VOCATIONAL COURSE DESCRIPTIONS

The following course descriptions indicate the number of clock hours met per semester. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the semester hours credit awarded for satisfactory completion. The credit will apply toward vocational certificates. It is not designed to transfer in an academic major.

AUTOMOTIVE BODY REPAIR

VAB 1112—Shop Orientation.

This course will introduce the student to the tools and equipment that will be used in automotive body repair. Special emphasis will also be given to safety precautions. 60 clock hours. Two semester hours credit.

VAB 1122—Introduction to Auto Body Repair.

This course will explore the duties, opportunities, workmanship and wage scales; types of body construction; types of chassis and frames; power and hand tools; parts manuals, estimating and ordering. 60 clock hours. Two semester hours credit.

VAB 1132—Introduction to Welding.

This course will teach the basic principles of welding that will be essential in the auto body repair shop. 60 clock hours. Two semester hours credit.

VAB 1148—Removing & Replacing Defective Parts.

This course will teach the student the correct procedure for the removal and replacement of damaged parts, such as doors, panels, fenders, bumpers, and hoods. 240 clock hours. Eight semester hours credit.

VAB 1151—Reading.

This course will stress shop vocabulary and reading comprehension skills. 30 clock hours. One semester hour credit.

VAB 1161—Shop Math.

This course will teach the computations of whole numbers, fractions, decimals, ratios and proportions. 30 clock hours. One semester hour credit.

VAB 1214—Minor Repairs.

This course will stress basic metal straightening and leveling of minor repairs. 120 clock hours. Four semester hours credit.

VAB 1224—Paint and Surface Preparation I.

This course will teach use of wax silicone removers; use of body fillers, fiberglass and sandpapers; preparing metal for painting, sanding, masking and priming. 120 clock hours. Four semester hours credit.

VAB 1234—Painting I.

This course will emphasize the theory and techniques of automobile painting, use of the acrylic lacquer, acrylic enamel, and polyurethane enamel; construction and operation of the necessary equipment such

as air requirements, type of spray patterns, spray gun care and maintenance. 120 clock hours. Four semester hours credit.

VAB 1242—Frame Straightening I.

This course teaches the use of special equipment used to straighten auto frames. 60 clock hours. Two semester hours credit.

VAB 1251—Reading.

This course is a continuation of VAB 1151 stressing shop vocabulary and reading comprehension skills. 30 clock hours. One semester hour credit.

VAB 1261—Shop Math.

This course is a continuation of VAB 1161 stressing computation of whole numbers, fractions, decimals, ratios, and proportions. 30 clock hours. One semester hour credit.

VAB 2112—Welding II.

This course is a continuation of VAB 1132 placing emphasis on the welding that will be essential in the auto body repair shop. 60 clock hours. Two semester hours credit.

VAB 2124—Paint and Surface Preparation II.

This course is a continuation of VAB 1224 stressing the preparation of metal for painting, sanding, masking, and priming. 120 clock hours. Four semester hours credit.

VAB 2133—Painting II.

This course is a continuation of VAB 1234 emphasizing the theory and techniques of automobile painting. 90 clock hours. Three semester hours credit.

VAB 2143—Special Painting Problems.

This course will teach the student to cope with unique problems that might arise in colors, additives and sealers. 90 clock hours. Three semester hours credit.

VAB 2154—Body Trim and Glasswork.

This course will teach the proper technique of the removal and installation of automobile trim and glass. 120 clock hours. Four semester hours credit.

VAB 2212—Occupational Orientation.

This course will explore the opportunities of employment. Special emphasis will be in writing resumes and filling out applications. 60 clock hours. Two semester hours credit.

VAB 2222—Frame Straightening II.

This course is a continuation of VAB 1242 with special emphasis in the repair of more complex structural damage. 60 clock hours. Two semester hours credit.

VAB 2234—Shop Management.

This course will teach responsibilities of shop management, ordering parts and materials. Special emphasis will be put on record keeping. 120 clock hours. Four semester hours credit.

VAB 2248—Practical Shop Applications.

This course will place the student in a live shop situation. The student will function at all levels in shop. 240 clock hours. Eight semester hours credit.

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS

VAC 1112—Orientation, Shop Safety, and Hand Tools.

Introduction to the field of refrigeration and air conditioning, emphasizing the history and development, and new trends for the future. Job opportunities now and in the future. General and specific safety for refrigeration and air conditioning. Introduction to tools of the trade. 60 clock hours. Two semester hours credit.

VAC 1122—Reading for Refrigeration and Air Conditioning.

Basic reading skills terminology, definitions, understanding manuals, work orders, contracts. 60 clock hours. Two semester hours credit.

VAC 1133—Fundamentals of Refrigeration.

Common elements, heat, heat of compressor, temperature enthalpy, pressure, cooling, dehydration, energy, force, motion, velocity, work, power, horse power, mechanical equivalent of heat, basic refrigeration system. Refrigeration by evaporation, compression system principles and types. Safety procedures. Refrigerant and oils for refrigeration, properties, types, refrigerant-oil relationship. Handling safety procedures. 90 clock hours. Three semester hours credit.

VAC 1144—Basic Refrigeration Systems and Accessories.

Theory and practical work on compressors, condensers and receivers, evaporators, flow control devices, accumulators, driers, suction line filter driers, strainers, moisture liquid indicators, oil separators, heat exchanger, vibration eliminators, discharge mufflers, crank case heaters, service valves, solenoid valves, check valves, water regulating valves. Safety procedures. 120 clock hours. Four semester hours credit.

VAC 1155—Refrigeration Materials and Uses.

Theory and practical work with materials used in the field of refrigeration and air conditioning. Selection, care, use of specialized tools used in the trade. Safety, care and the proper use of different brazing and solder used in the field. Identification, application and use of copper tubing, fittings. Practical work in the use of hand tools for cutting, shaping and fabrication of pipe and tubing, leak testing. Safety procedures. 150 clock hours. Five semester hours credit.

VAC 1212—Math for Refrigeration and Air Conditioning.

To introduce the student to math used in basic refrigeration and air conditioning. Theory and practical application on conversion of temperatures and pressures, simple business problems, gas laws, heat calculation, energy, force, motion, velocity work, power, horsepower. 60 clock hours. Two semester hours credit.

VAC 1224—Electricity for Refrigeration and Air Conditioning.

Theory and practical work to introduce the student to basic electricity, atomic theory, positive and negative charges, flow of electrons, conductors and insulators, electric potential, current flow, resistance, electrical power and energy. OHM's Law, calculating electric power, basic concepts of electrical circuits, series circuits, parallel circuits, series parallel circuits. General and specific safety. 120 clock hours. Four semester hours credit.

VAC 1233—Electric Motors and Motor Controls.

Theory and practical work to introduce the student to electric motor and motor controls used in the refrigeration and air conditioning industry. General and specific safety procedures. 90 clock hours. Three semester hours credit.

VAC 1245—Home Refrigeration and Air Conditioning.

Theory and practical work to introduce the student to domestic refrigeration and air conditioning systems used in industry and homes. Fundamentals of domestic refrigeration, sealed system components, defrost and electrical controls, mechanical servicing of domestic refrigerators and freezers. General and specific safety procedures. 150 clock hours. Five semester hours credit.

VAC 1252—Automotive Air Conditioning.

Theory and practical work to introduce the student to systems and components used in the automotive industry. Operation of the basic system, basic components, compressor controls, automotive temperature control systems, evaluation and charging procedures, refrigerant and oil installation procedures. General and specific safety procedures. 60 clock hours. Two semester hours credit.

VAC 2312—Math for Refrigeration and Air Conditioning.

Advanced math with theory and practical application to prepare the student to figure heat load calculations, duct sizing, general business math. 60 clock hours. Two semester hours credit.

VAC 2322—Introduction to Commercial Refrigeration and Air Conditioning.

Theory and practical work to introduce the student to systems, trouble-shooting and repair of commercial units used in industry. 60 clock hours. Two semester hours credit.

VAC 2334—Electricity for Refrigeration and Air Conditioning II.

Theory and practical work to introduce the student to components, systems, circuitry and trouble-shooting electrical systems used in commercial refrigeration and air conditioning. 120 clock hours. Four semester hours credit.

VAC 2342—Blueprint Reading.

Theory and practical application to introduce students to blueprint symbols, reading, understanding and practical application of prints used in industry. 60 clock hours. Two semester hours credit.

VAC 2354—Commercial Refrigeration.

Theory and practical work on commercial equipment, types of cabinets, operation of self contained units, open type cases, method of heat transfer, commercial refrigeration cycle, compressors, basic two-stage systems. 120 clock hours. Four semester hours credit.

VAC 2362—Transport Refrigeration.

Theory and practical work to introduce the student to systems and components used in transport refrigerators. Basic systems used in transport refrigeration, components, electrical system, power plants, evaluation, charging and testing system. Trouble-shooting and repair of system. Start-up procedures and check out for diesel engine. 60 clock hours. Two semester hours credit.

VAC 2415—Commercial Air Conditioning (Heating).

Theory and practical work to introduce students to heating systems used in industry. Heat sources, combustion, orifices, main gas burners, pilot burners, flame types, heat exchangers, electric heating, heat pump, furnaces, oil burners, boilers, flame safeguard, humidification, basic heating controls. 150 clock hours. Five semester hours credit.

VAC 2426—Commercial Air Conditioning (Cooling).

Theory and practical work to introduce the student to cooling systems used in industry. Definitions, human comfort, conditions that affect body comfort, air distribution, air conditioning terminology, air conditioning equipment. Condenser cooling, water chillers, air handling units, water regulators, cooling towers, water treatment. 180 clock hours. Six semester hours credit.

VAC 2433—System Design and Heat Load Calculation.

Theory and practical work to introduce student to design and heat load calculation used in industry. Using Manual "J", "K", and other forms used in industry. 90 clock hours. Three semester hours credit.

VAC 2442—Residential Solar Systems.

Theory and practical work to introduce student to the field of solar energy. Brief history of solar energy, basic solar theory, domestic hot water, solar collectors, space heating, operation of system, heat pump versus fin-tube radiation, water treatment, heat storage, distribution of heat, pumps, direct heat exchanger, steps in designing a solar heating

system. General and specific safety procedures. 60 clock hours. Two semester hours credit.

AUTOMOTIVE MECHANICS

VAM 1111—Introduction to Mechanics.

History of automotive mechanics to date; safety and shop practices. 30 clock hours. One semester hour credit.

VAM 1122—Engine Fundamental Principles.

Theory of internal combustion engines; theory of work, power, horsepower, torque, and friction; engine operation. 60 clock hours. Two semester hours credit.

VAM 1132—Engine Performance Measurements.

Calculating piston displacement, compression ratio, and horsepower; reading micrometers, and dial indicators; mathematical problems using automotive measurements. 60 clock hours. Three semester hours credit.

VAM 1142—Engine Types and Construction.

The piston engine, the diesel engine and small engine; history of piston engine; engine disassemble. 60 clock hours. Three semester hours credit.

VAM 1153—Engine Components.

Theory of camshaft, crankshaft, piston rings, valves, valve train and lifters; engine disassembly. 90 clock hours. Three semester hours credit.

VAM 1162—Diagnosing Engine Troubles.

Logical procedures; diagnostic charts, mastering shop manuals. 60 clock hours. Two semester hours credit.

VAM 1172—Connecting Rod, Piston, and Ring Service.

Crankshaft and bearing service; boring cylinders; refinishing cylinders; checking bearing fit. 60 clock hours. Two semester hours credit.

VAM 1181—Math for Mechanics.

This course involves the learning of the fundamentals of arithmetic. It will include the adding, subtracting, multiplying and dividing of whole numbers, decimals, measurements and fractions as it relates to auto mechanics. 30 clock hours. One semester hour credit.

VAM 1191—Reading for Mechanics.

This course will teach understanding, comprehensive and vocabulary. Also the student will learn to follow directions and find technical information as it relates to auto mechanics. 30 clock hours. One semester hour credit.

VAM 1212—Automotive Electrical Equipment.

Basic rules in electricity; voltage, amperage, resistors, ohms law, series and parallel circuits. 60 clock hours. Two semester hours credit.

VAM 1222—The Storage Battery.

Construction, battery voltage, current flow, efficiency, specific gravity, battery tests. 60 clock hours. Two semester hours credit.

VAM 1232—Automobile Engine Fundamentals and Trouble-Shooting.

Automobile engine construction, mechanisms, operation, and controls. 60 clock hours. Two semester hours credit.

VAM 1242—Generator Fundamentals and Service.

Function of alternator, alternating current, direct current, alternator circuits, types of alternators, function of voltage regulators. 60 clock hours. Two semester hours credit.

VAM 1252—The Ignition System.

Function of the ignition systems, ignition distributor, electronic ignition distributor, function of spark advances, ignition primary and secondary wiring circuits. 60 clock hours. Two semester hours credit.

VAM 1263—Fuel Systems Fundamentals.

Purpose of the fuel system, components in the fuel system, fuel supplies; carburetor types, carburetor theory, carburetor systems, types of fuel injection, theory of fuel injection. 90 clock hours. Three semester hours credit.

VAM 1271—Engine Cooling Systems.

Theory of cooling system, air-cooled engines, cooling systems components, antifreeze solution. 30 clock hours. One semester hour credit.

VAM 1281—Math for Mechanics.

This course involves the learning of the fundamentals of arithmetic. It will include the adding, subtracting, multiplying, and dividing of whole numbers, decimals, measurements and fractions as it relates to auto mechanics. 30 clock hours. One semester hour credit.

VAM 1291—Reading for Mechanics.

This course is a continuation of VAM 1191. 30 clock hours. One semester hour credit.

VAM 2112—Brakes and Hydraulic Systems.

This course includes drum brakes, disc-brakes, emergency brakes, master cylinders, wheel cylinders, vacuum boosters, and adjustment and service. This course also includes diagnosis testing and inspection of the brake system. 60 clock hours. Two semester hours credit.

VAM 2122—Suspension and Steering System.

This course covers a study of the suspension system, including axles, springs, shock absorbers, automatic level control, manual steering gear service, power steering gear service, link type power steering, rack and pinion steering gear, wheel alignment, and tire balance. 60 clock hours. Two semester hours credit.

VAM 2134—Manual Transmissions and Power Trains.

This course will teach the theory of manual transmissions, clutches, trans-axles, transfer cases, drive-line and universal joints, differentials, and drive-axles. 120 clock hours. Four semester hours credit.

VAM 2142—Welding Applications.

This course will teach the basic principles of welding that will be essential in the auto mechanics shop. 60 clock hours. Two semester hours credit.

VAM 2154—Automatic Transmissions and Automatic Trans-Axles.

This course covers the service of the automatic transmission, diagnosis, air pressure check, band adjustment, linkage adjustment, valve body, governor, removal and installation of transmission, check tongue converter, and complete overhaul of all types of automatic transmission and automatic trans-axles. 120 clock hours. Four semester hours credit.

VAM 2162—Air Conditioner and Heater Systems.

This course covers the automatic heater and air conditioner, principles of Ford Manufacturing Company, General Manufacturing and Chrysler Corporation. Also air conditioner components, trouble diagnosis, checking the refrigeration system maintenance, and service of all types of compressors. 60 clock hours. Two semester hours credit.

VAM 2211—Automotive Employability Skills.

This course will explore the possibilities of becoming employed as an automotive mechanic. Emphasis will be stressed in the area of writing resumes and filling out applications. 30 clock hours. One semester hour credit.

VAM 2223—Shop Management.

This course will teach the necessary skills needed in order to manage an automotive shop. 90 clock hours. Three semester hours credit.

VAM 2236—Practical Shop Application I.

This course will give the student the opportunity to work in an automotive shop in a live-work situation. 180 clock hours. Six semester hours credit.

VAM 2246—Practical Shop Applications II.

This course will be a continuation of VAM 2236. 180 clock hours. Six semester hours credit.

AGRICULTURAL POWER MACHINERY**VAP 1112—Shop Orientation & Safety.**

This course will emphasize the history and development of farm power equipment, shop safety, and tool identification and their usage. 60 clock hours. Two semester hours credit.

VAP 1124—Introduction to Diesel Engines.

This course will stress the operating principles and the engine components of the diesel engine. 120 clock hours. Four semester hours credit.

VAP 1132—Diesel Systems.

This course will introduce the different systems of the diesel engine: fuel, exhaust, lubrication, cooling & governing. 60 clock hours. Two semester hours credit.

VAP 1143—Engine Diagnosis & Test Equipment.

This course will introduce the types of diagnostic & test equipment and the functions of each. 90 clock hours. Three semester hours credit.

VAP 1153—Engine Tune-Up.

This course will emphasize the process of making checks and minor adjustments to improve the operation of the diesel engine. 90 clock hours. Three semester hours credit.

VAP 1161—Reading.

This course will emphasize shop vocabulary & comprehension skills to make better use of text and shop manuals. 30 clock hours. One semester hour credit.

VAP 1171—Shop Math.

This course will stress computations with whole numbers, fractions, decimals, percents, and ratios. Emphasis will also be given in trade formulas in applied geometry and trigonometry. 30 clock hours. One semester hour credit.

VAP 1214—Repair and Overhaul of Diesel Engines I.

This course will teach theory and application of diesel engine repair, testing, analyzing, repairing and rebuilding of all types of diesel engines. 120 clock hours. Four semester hours credit.

VAP 1222—Transmissions I.

This course will present the theory of construction and principles of operation of all types of tractor transmission, both automatic and manual. 60 clock hours. Two semester hours credit.

VAP 1232—Differentials.

This course will provide a study in the repair of final drives, rings, gears, pinions, axles, bearing, housing and brakes. 60 clock hours. Two semester hours credit.

VAP 1242—Hydraulic Systems I.

This course will offer a study of the theory of hydraulics and its application to farm power machinery and the repair of all types of farm related hydraulic systems. 60 clock hours. Two semester hours credit.

VAP 1252—Welding.

This course deals with the selection, setup, and operation of welding equipment. Attention will be given to heating, cutting, steel welding, brazing, and soldering. 60 clock hours. Two semester hours credit.

VAP 1262—Schematics, Parts and Service.

This course will provide theory and practice in the interpretation of blueprints and schematics dealing with servicing and repairing diesel equipment. Parts and service manuals will be given special attention. 60 clock hours. Two semester hours credit.

VAP 1271—Reading.

This course is a continuation of VAP 1161 emphasizing vocabulary and comprehension skills. 30 clock hours. One semester hour credit.

VAP 1281—Shop Math.

This course is a continuation of VAP 1171 emphasizing computations with whole numbers, fractions, decimals, percents, ratio and proportion, trade formulas in applied geometry and trigonometry. 30 clock hours. One semester hour credit.

VAP 2114—Repair and Overhaul of Diesel Engines II.

This course is a continuation of VAP 1214 emphasizing the repair and overhaul procedures for all types of diesel engines. 120 clock hours. Four semester hours credit.

VAP 2122—Transmissions II.

This course is a continuation of VAP 1222 emphasizing the repair and rebuilding of transmissions. 60 clock hours. Two semester hours credit.

VAP 2132—Hydraulic Systems II.

This course is a continuation of VAP 1242 emphasizing the repair of all types of farm related hydraulic systems. 60 clock hours. Two semester hours credit.

VAP 2142—Farm Power Machinery.

This course will deal with the operation, maintenance, and adjustment of all types of farm preparation, cultivation, spraying, and harvesting equipment. 60 clock hours. Two semester hours credit.

VAP 2154—Electrical Systems for Diesel Machinery.

This course will provide a study of the theory of electricity, the repair and service of electrical systems including the charging system, battery and wiring systems. 120 clock hours. Four semester hours credit.

VAP 2162—Introduction and Repair of Air-Conditioning.

This course will provide a study of air conditioners, air conditioning installations, heaters, and heater installations; all season air conditioning. 60 clock hours. Two semester hours credit.

VAP 2212—Occupational Orientation.

This course will look into the job opportunities, and will teach the skills necessary in writing resumes, and filling out job applications. 60 clock hours. Two semester hours credit.

VAP 2222—Shop Management & Records.

This course is designed to introduce the student to concepts, objectives, and principles of successful shop management. Emphasis will also be given in the area of record keeping procedures. 60 clock hours. Two semester hours credit.

VAP 2236—Practical Shop Applications I.

This course will introduce the student to a live shop. Each student will participate in all areas of the shop. 180 clock hours. Six semester hours credit.

VAP 2246—Practical Shop Applications II.

This course is a continuation of VAP 2236 emphasizing introducing the student to a live shop situation. 180 clock hours. Six semester hours credit.

COMPUTER COMMUNICATION ELECTRONICS**VCE 1113—Math for Electronics.**

The student is carried through basic math principles such as addition, subtraction, multiplication, division, fractions, decimals, equations, algebraic expressions, graphing and linear equations. This course is a prerequisite for VCE 1213 and VCE 1238. 90 clock hours. Three semester hours credit.

VCE 1121—Basic Electronic Drawing.

This course introduces the student to electronic drawing by using templates, drawing instruments, scales and other types of equipment. The student draws various types of drawings such as block diagrams, schematics, pictorial, wiring, etc. The course is taught in a lab lecture situation. This course is a prerequisite for VCE 1221. 30 clock hours. One semester hour credit.

VCE 1134—Handtools and Soldering Techniques.

Use of handtools and soldering techniques in equipment disassembly and repair is the subject of this course. The student uses tools and soldering aids in circuit board repair and component replacement. 120 clock hours. Four semester hours credit.

VCE 1141—Microcomputer Operations.

This course covers the operation, operational procedures and program applications as they apply to microcomputers. The student is also introduced to the BASIC programming language with the intent of aiding in servicing and not as a programmer. 30 clock hours. One semester hour credit.

VCE 1151—Safety and Occupational Essentials.

Safety practices as applied to the electronics lab and work situations are discussed in lecture with assignments made for various projects. Encouragement to study and apply oneself to the job at hand is made with a view to the student becoming a good employee in the future. 30 clock hours. One semester hour credit.

VCE 1162—Electronic Systems.

The interconnections of equipment, stages, block diagrams as functional units is the subject for this course. The student is required to learn the typical block diagrams for a variety of electronic devices. This

course is a prerequisite to all electronic courses. 60 clock hours. Two semester hours credit.

VCE 1172—Schematic Reading and Trouble-Shooting Practices.

This course introduces the student to the logic of trouble-shooting as related to the art of schematic reading and circuit recognition. The circuits are related to the block diagrams of specific equipment. 60 clock hours. Two semester hours credit.

VCE 1181—Physics for Electronics.

The basic physical quantities for electronics are covered from the standpoint of creation wherein one can see in the structure of nature the handiwork of God. Basic principles of the order, symmetry and balance of creation are presented. This course is a prerequisite to all electronic courses. 30 clock hours. One semester hour credit.

VCE 1191—Reading.

This course will stress shop vocabulary, spelling, and reading comprehension skills. 30 clock hours. One semester hour credit.

VCE 1213—Advanced Math for Electronics.

This course further develops the principles of algebra and expands on to trigonometry. Digital and computer mathematics are presented. Different base number systems such as binary and hexadecimal are taught. 90 clock hours. Three semester hours credit.

VCE 1221—Advanced Electronic Drawing.

The student continues acquiring drawing skills by drawing PC board layouts for IC's and logic circuits. The procedure of developing a circuit board, artwork layout and circuit board etching are all covered. A printed circuit board is carried through to fabrication. 30 clock hours. One semester hour credit.

VCE 1237—Basic Electricity & Electronics.

This course begins the study of electricity and electronics by beginning at DC fundamentals and advancing through the theory of AC principles and components. Test equipment, such as the VOM, TVMS, power supplies, oscilloscopes and AF generators are introduced and the student gains practice in their use. This course is a prerequisite for VCE 1243. 210 clock hours. Seven semester hours credit.

VCE 1243—Semiconductor Devices.

The theory of semiconductor devices and their circuit arrangements are the subject of this course. They are developed into amplifier, oscillator, and power supply circuits with the aim of learning to test each for proper operation. Test equipment such as the transistor tester are now introduced. This course is a prerequisite for VCE 2114. 90 clock hours. Three semester hours credit.

VCE 1251—Computer Interfacing Principles.

The theory of interfacing circuits is discussed with an emphasis on connecting digital equipment to analog types of circuits. Data transmission protocols, digital to analog conversion and analog to digital

conversion are the main subjects of discussion. 30 clock hours. One semester hour credit.

VCE 1261—Reading.

This course is a continuation of VCE 1191. 30 clock hours. One semester hour credit.

VCE 2114—Semiconductor Circuits.

This course further develops the theory and practical aspects of semiconductor circuits by advancing into the area of integrated circuits, opto devices, op amps, timers and other electronic devices. Testing and trouble-shooting of the circuits are the main focus of this course. 120 clock hours. Four semester hours credit.

VCE 2124—Digital Principles.

Digital principles such as gating, counting, registers, d/a & a/d conversion are presented in a lecture/lab setting. Trainers are used for the basic circuit principles with circuit design being liberally interposed so that the theory is utilized by the student. This course is a prerequisite for VCE 2138. 120 clock hours. Four semester hours credit.

VCE 2138—Advanced Digital and Microprocessors.

This course expands the theory of digital circuits to include the microprocessor device. Theory and circuit testing are discussed in lecture with demonstration and lab being supplied for acquisition of skills. Trainers are again used for basic circuit applications and circuit design is applied to a class project. 240 clock hours. Eight semester hours credit.

VCE 2218—Home Equipment Repair I.

The student who chooses this option will be studying the theory and repair procedures for various types of home equipment such as color TV, vcrs, stereo, and radio. All the test equipment used is in that category and testing, repair, alignment and trouble-shooting is covered. A radio kit is assembled and tested completely using the testing procedures learned in the previous semesters. This course is a prerequisite to VCE 2228. 240 clock hours. Eight semester hours credit.

VCE 2228—Home Equipment Repair II.

A continuation of VCE 2218. 240 clock hours. Eight semester hours.

VCE 2238—Communication Equipment Repair I.

The student who chooses this option will be studying the theory and repair procedures for various types of communications radios. All the equipment used is in that category with testing, repair, alignment, and trouble-shooting being covered. Industry courses for specific pieces of equipment are used for training and ample time in lab is provided for skill development in the use of the equipment. This course is a prerequisite for VCE 2328. 240 clock hours. Eight semester hours credit.

VCE 2248—Communication Equipment Repair II.

A continuation of VCE 2318. 240 clock hours. Eight semester hours credit.

VCE 2258—Broadcast Equipment Repair I.

The student who chooses this option will study broadcast equipment repair and operation. While at the campus work on the campus radio station will be done with a view to testing, repair, and equipment set-up. The student will be transferred to working at the Miss. ETV studios in Jackson in an internship status. Twelve weeks will be spent in the operation and engineering areas of the ETV network. The added expense of living or commuting to Jackson will be borne by the student who will be required to work 40 hours a week at various shifts to be determined by the personnel at ETV. There is no compensation to the student while working at ETV. This course is a prerequisite for VCE 2428. 240 clock hours. Eight semester hours credit.

VCE 2268—Broadcast Equipment Repair II.

A continuation of VCE 2418. 240 clock hours. Eight semester hours credit.

VCE 2278—Computer Equipment Repair I.

The student who chooses this option will develop skills in the repair of various types of digital equipment to include calculators and microcomputers. The equipment used during this period of training will be logic probes, signature analyzers and multiplexed scope patterns. A microcomputer trainer will be used for a portion of the course time. Microprocessor trainers will be used to study the communication signals used between various types of digital equipment. Peripheral equipment such as disk drives, printers, etc. are also discussed. This course is a prerequisite to VCE 2528. 240 clock hours. Eight semester hours credit.

VCE 2288—Computer Equipment Repair II.

A continuation of VCE 2518. 240 clock hours. Eight semester hours credit.

VCE 2298—Advanced Electronic Fundamentals I.

This option is for the student who plans to enter another field of repair other than those offered as major options. Those areas may include automotive, refrigeration associated or any other of a number of career fields. The studies will be tailored to meet the specific needs of the student involved. Those studies will be monitored by the instructor. In order to choose this option, the student must have the promise of a job which will be verified by the instructor. 240 clock hours. Eight semester hours credit.

VCE 2208—Advanced Electronic Fundamentals II.

A continuation of VCE 2618. 240 clock hours. Eight semester hours credit.

COSMETOLOGY**VCO 1112—Professional Practices.**

This course will emphasize personal hygiene, poise, and desirable personality traits. Salon management, state laws, rules, and regulations

will also be stressed in this course. 60 clock hours. Two semester hours credit.

VCO 1121—Life Science I.

This course will teach the fundamentals of Trichology, emphasizing all conditions and disorders of the hair. 30 clock hours. One semester hour credit.

VCO 1132—Shampoos, Scalp and Hair Care.

This course will teach the theory and practical applications of shampooing, scalp and hair care. 60 clock hours. Two semester hours credit.

VCO 1142—Hair Shaping.

This course will stress the theory and technique of hair shaping. 60 clock hours. Two semester hours credit.

VCO 1153—Hair Styling.

This course will teach the cosmetologist the basic knowledge of hair-styling with emphasis on the latest trends. 90 clock hours. Three semester hours credit.

VCO 1168—Practical Shop Applications I.

This course will give the student an opportunity to actually work in the shop with patrons. 240 clock hours. Eight semester hours credit.

VCO 1171—Reading for Cosmetology.

This course will stress shop vocabulary and comprehension skills in reading. 30 clock hours. One semester hour credit.

VCO 1181—Math.

This course will teach the student the necessary computation skills of whole numbers, fractions, decimals, percents, ratios, and proportions. 30 clock hours. One semester hour credit.

VCO 1212—Life Science II.

This course is a continuation of VCO 1121 but emphasizes the care of skin and nail. 60 clock hours. Two semester hours credit.

VCO 1221—Manicuring-Pedicuring.

This course will teach the correct procedure involved in manicuring and pedicuring. 30 clock hours. One semester hour.

VCO 1232—Permanent Waving.

This course will teach basic and advanced techniques involved in permanent waving. 60 clock hours. Two semester hours credit.

VCO 1242—Hair Coloring and Lightening.

This course will stress the science and art of changing the color of the hair. 60 clock hours. Two semester hours credit.

VCO 1252—Facials and Makeup.

This course will teach the art of giving facials for preservative and corrective measures. The art of applying makeup for the purpose of improving appearances will be emphasized. 60 clock hours. Two semester hours credit.

VCO 1269—Practical Shop Applications II.

This course is a continuation of VCO 1168 giving the student experience with patrons in the shop. 270 clock hours. Nine semester hours credit.

VCO 1271—Reading for Cosmetology.

This course is a continuation of VCO 1171 stressing skills in vocabulary and comprehension. 30 clock hours. One semester hour credit.

VCO 1281—Math.

This course is a continuation of VCO 1181 emphasizing computational skills with whole numbers, fractions, decimals, percents, ratios and proportions. 30 clock hours. One semester hour credit.

VCO 1311—Chemistry.

This course will provide the cosmetologist with a basic understanding of chemistry and how it relates to cosmetology. 30 clock hours. One semester hour credit.

VCO 1321—Wig Styling.

This course will emphasize the care and styling of wigs. 30 clock hours. One semester hour credit.

VCO 1331—Thermal Techniques.

This course will teach the art of temporary straightening of over-curly hair by the thermal process. The student will also master the art of waving, curling and blow-dry styling. 30 clock hours. One semester hour credit.

VCO 1341—Chemical Hair Relaxing.

This course will teach the process of permanently rearranging the basic structure of over-curly hair into a straight form. 30 clock hours. One semester hour credit.

VCO 1356—Practical Shop Applications III.

This course is a continuation of VCO 1269 allowing the student to actually work with patrons in the shop. 180 clock hours. Six semester hours credit.

MACHINE TOOL OPERATION. MACHINE SHOP**VMS 1113—Math for Machine Shop.**

A basic unit of instruction for machine trade occupations; problem solving of whole numbers; fractions; decimals; percentages; averages; ratio and proportion, trade formulas in applied geometry and trigonometry. 90 clock hours. Three semester hours credit.

VMS 1123—Machine Shop Drawing.

This course is designed to provide fundamental knowledge of the principles of drawing. It covers such topics as lettering, geometric construction, sketching, pictorial drawing, dimensioning, section and scale drawings. 90 clock hours. Three semester hours credit.

VMS 1131—Orientation and Safety.

This unit of instruction gives an introduction to general machine shop practices. Safety precautions involving all equipment used in the machine shop; personal safety; occupations in the machine industry. 30 clock hours. One semester hour credit.

VMS 1143—Bench Work, Layout, and Measurement.

Introduction to the use of hand tools, hacksaws, files, taps and dies, reaming and the use of hand power tools; layout of parts for machining and the use of dimensional measurement and the use of various measuring tools. 90 clock hours. Three semester hours credit.

VMS 1153—Engine Lathe I.

An introduction to lathe operations, principle parts of the lathe and their functions. Turning between centers, facing, drilling, threading, re-cessing, capering, and cutting tool grinding. 90 clock hours. Three semester hours credit.

VMS 1162—Metallurgy.

A study of various methods of metal identification, atomic structure, theory and practical application of various heat treating procedures, including hardening, tempering, annealing, normalizing, and case hard-ening. Performing test procedures for determining hardness. 60 clock hours. Two semester hours credit.

VMS 1171—Reading.

This course will stress shop vocabulary and comprehension skills in reading. 30 clock hours. One semester hour credit.

VMS 1212—Drilling Machines.

Basic operations and safety in use of drilling machines. Straight drill-ing of flat and round stock, work holding methods; counter-boring, ream-ing, tapping, stopfacing. Counter-sinking and speeds and feeds. 60 clock hours. Two semester hours credit.

VMS 1222—Sawing Machines.

Operations and safety on the power hack saw and vertical band saw, straight and angular and contour cutting on the vertical band saw; speed, feed, blade selection and welding. 60 clock hours. Two semester hours credit.

VMS 1232—Vertical Milling Machines.

Types, parts, care and lubrication of machines. Safety and operating principles. Types of cutters, attachments, speeds and feeds. Work hold-ing devices, set-up procedures. 60 clock hours. Two semester hours credit.

VMS 1242—Horizontal Milling Machines.

Safety and operating principles. Parts, types, care and lubrication of machines. Types of cutters, attachments, speed and feeds. Work hold-ing devices, set-up procedures. 60 clock hours. Two semester hours credit.

VMS 1253—Engine Lathe II.

The use of lathe accessories, safety and operating principles. Internal threading, boring, additional thread forms and reaming. The use of the tool post grinder, face plates and steady rest. 90 clock hours. Three semester hours credit.

VMS 1262—Grinding Machines.

Safety and operating principles. Selection of grinding wheels and related information; sharpening tools with bench grinder; horizontal surface grinder operations; form grinding; plain surface grinding; face-grinding. 60 clock hours. Two semester hours credit.

VMS 1271—Reading.

This course is a continuation of VMS 1171, stressing skills in vocabulary and comprehension. 30 clock hours. One semester hour credit.

VMS 1282—Math for Machine Shop.

This course is a continuation of VMS 1113 emphasizing the use of trade formulas and trigonometry in the shop. 60 clock hours. Two semester hours credit.

VMS 2113—Precision Grinding.

Study and practical application of precision grinding machines, surface, cylindrical. Theory of grinding testing, truing, balancing wheels, and grinding safety. Study of the use and manufacture of abrasives, grinding wheel types, and marking systems. 90 clock hours. Three semester hours credit.

VMS 2123—Precision Layout.

Develop ability to read typical shop drawings and blueprints for required dimensions, shape, description, machining operations, and transfer information to workpiece. The use of precision layout tools and comparison instruments. 90 clock hours. Three semester hours credit.

VMS 2134—Introduction to Numerical Control.

A study of the economics of N C machines, tool design, and tool setting. Program writing and operation of N C and CNC machines. 120 clock hours. Four semester hours credit.

VMS 2143—Shaper Operations.

Safety, tool grinding and work holding. Horizontal, angular, and vertical shaping operations; grooving, external keyways, serrating. 90 clock hours. Three semester hours credit.

VMS 2153—Indexing and Rotary Tables.

A study of the parts and principle uses of indexing heads and rotary tables. Practical application in design, formulation, and machining of spur gears. Design, formulation, and set-up for machining bevel gears. Formulas and associated math used with indexing heads and rotary tables. 90 clock hours. Three semester hours credit.

VMS 2213—Tool and Cutter Grinding.

Safety and principles of tool grinding. Selection of grinding wheels, types of grinding fluids; work holding; formulas for angles of clearance; surface finish; measurement of clearance angles. Grinding cutters such as end mills, stagger tooth cutters; helical mill, and form relieved cutters. 90 clock hours. Three semester hours credit.

VMS 2223—Advanced Machining Processes.

Study of the use of the electrical discharge machine and its application to industry. Selection of electrodes; setting of machine controls. Application of electrochemical machining and electrolytic grinding. Advantages and applications of these processes. 90 clock hours. Three semester hours credit.

VMS 2236—CNC Machining-Milling and Lathe.

Designed to familiarize the student with the process of computer numerical control machines. Codes; commands, programming, and application. Gaging tool lengths; set-up and work holding. Writing programs on the computer. 180 clock hours. Six semester hours credit.

VMS 2241—Employability Skills.

Teaches students to sell themselves and their skills. How to fill out job application forms. Write letters of application, personal data sheet; resume. Finding job openings. 30 clock hours. One semester hour credit.

VMS 2253—Advanced Blueprint Reading.

Supplementary training for second year students. Develop ability to read drawings for application to CNC machining. 90 clock hours. Three semester hours credit.

WELDING, BRAZING, AND SOLDERING**VWE 1113—Oxy-Acetylene Welding and Cutting.**

This course stresses safety in relation to use and care of equipment and gasses, types of flames and their use; types of torches, tips, size and design, welding techniques on light gage metal in all positions; oxy-acetylene straight line cutting, tips, size design and techniques with hand held torch, testing, theory, and practice. 90 clock hours. Three semester hours credit.

VWE 1125—Metal Arc Welding I.

Stresses safety related to arc welding, use and care of welding machine, machine settings and techniques, types of electrodes, positions of welding, practice welding plate in all positions, testing, theory, and practice. 140 clock hours. Seven semester hours credit.

VWE 1133—Gas Metal Arc Welding I.

Use and care of equipment, safety applications, shielding gasses, wire size and classification, machine settings in relation to types of joints, metal thickness, and position of weld. Practice welding in flat

horizontal and vertical positions, testing, theory, and practice. 90 clock hours. Three semester hours credit.

VWE 1141—Tungston Inert Gas Welding I.

Introduction, use and care of equipment, safety applications, machine settings, inert gasses, electrodes sizes and shapes for different types and thickness of metals; practical experience. Welding beads on stainless steel; and aluminum in flat horizontal flat position; testing, theory, and practice. 30 clock hours. One semester hour credit.

VWE 1152—Blueprint Reading I.

Reading blueprints; related information to drawings; welding symbols; testing; math in relation to blueprint. 60 clock hours. Two semester hours credit.

VWE 1161—Reading.

This course will stress shop vocabulary and comprehension skills in reading. 30 clock hours. One semester hour credit.

VWE 1171—Shop Math.

This course involves the learning of the fundamentals of arithmetic. It will include the adding, subtracting, multiplying, and dividing of whole numbers, decimals, and fractions as it relates to welding. 30 clock hours. One semester hour credit.

VWE 1213—Oxy-Acetylene Welding Cutting, Brazing, and Soldering.

Safety applications; welding heavier gage metals, joint design; welding small diameter pipe in all positions, brazing and soldering; machine cutting; testing, theory, and practice. 90 clock hours. Three semester hours credit.

VWE 1225—Metal Arc Welding II.

Safety applications; weld joints, preparation and design; practice welding groove joints in all positions; weld pipe in all positions; special rods and applications; arc cutting and gouging; testing, theory, and practice. 210 clock hours. Seven semester hours credit.

VWE 1232—Gas Metal Arc Welding II.

Safety applications, applications and practice in welding groove type joints in all positions; practice in the spray arc mode of welding; practice in use of flux core wire; testing, theory, and practice. 60 clock hours. Two semester hours credit.

VWE 1242—Tungston Inert Gas Welding II.

Safety applications; practical experience welding mild steel, stainless steel, and aluminum on different types of joints and position including pipe; testing, theory, and practice. 60 clock hours. Two semester hours credit.

VWE 1252—Blueprint Reading II.

Lines; views in relation to each other; hidden surfaces; isometric drawings; testing; math in relation to blueprints. 60 clock hours. Two semester hours credit.

VWE 1261—Reading.

This course is a continuation of VWE 1161 stressing shop vocabulary and comprehension skills in reading. 30 clock hours. One semester hour credit.

VWE 1271—Shop Math.

This course is a continuation of VWE 1171 emphasizing computational skills with whole numbers, decimals, and fractions. 30 clock hours. One semester hour credit.



INDEX

Absences	33
Accounting	86, 124
Administration	7
Admission Requirements.....	25
Academic	25
Associate Degree Nursing	29
Practical Nursing.....	28
Summer School for High School Juniors	31
Technical.....	25
Transfer Students	30
Vocational	27
Agriculture.....	58
Agricultural Power Machinery.....	115, 167
Architectural Design and Construction Technology	82
Associate Degree Nursing.....	66
Auto Body Repair	112
Automobiles	51
Automotive Mechanics	114, 165
Banking and Finance Technology.....	83
Biological Science	62
Boards of Supervisors.....	4
Board of Trustees.....	3
Books.....	51
Building Construction.....	121
Business Administration Accounting	80
Business Education	77
Business and Office Technology.....	84
Calendar, School	5
Changes in Class Schedule	35
Chemistry.....	125
Child Care Technology.....	95
Class Standing	35
Climate Control Technology	96
Clubs and Organizations	53
Combination Welding	121
Committees of Faculty.....	18
Communication Electronics	116
Computer Science	67
Continuing Education and Community Services	51
Cosmetology	118
Counseling and Advisement.....	45
Course Repeats	38

Courses of Study	58
Credit by Examination	33
Credits and Grades	36
Data Processing	97, 149
Degrees and Certificates	39
Dental Hygiene	61
Description of Courses	124-180
Distribution and Warehousing Technology	98
Drafting and Design Technology	99
Economics	127
Education	127
Educational Psychology	127
Electrical and Power Transmission	100
Electronics	101
Elementary Education	69
Employment Preparation	121
Engineering	68
English	73
Examinations	33
Expenses	41-43
Faculty	10-17
Fashion Merchandising Technology	102
Financial Aid	46
Forestry	59
General Information	20-24
Goodman Campus	22
Grenada Center	23
History	20
Kosciusko Skill Center	23
The Multiple-Campus College	22
Purpose	21
Ridgeland Campus	24
Geography	129
Grade Reports	36
Graduation Requirements	39
Graphics and Drawing	129
Health	130
Health Service	45
Heating, Air Conditioning, and Refrigeration Mechanics	113
History	129
Home Health Aide	122
Industrial Arts	78
Industrial Education	131

Industrial Maintenance	122
Industrial Technology	79
Institutional Credit.....	38
Instrumentation Technology	103
Kosciusko Skill Center.....	122
Liberal Arts Core	60
Library Science.....	73
Machine Tool Operation Machine Shop.....	119
Machinist Computer Numerical Control.....	104
Mail Service	51
Mathematics	76
Medical Record Administration.....	61
Medical Technology.....	61
Modern Foreign Language	133
Music Education	70-72
Non-Instructional Staff	18
Nursing	66
Orientation and Registration.....	32, 45
Philosophy and Bible.....	137
Physical Education	74, 130, 131
Physical Therapy	61
Physics	138
Placement.....	45
Plant and Building Maintenance Technology.....	105
Plumbing and Pipe Fitting Technology	106
Political Science	138
Practical Nursing	28, 123
Pre-Allied Health.....	61
Pre-Dental.....	63
Pre-Medical.....	63
Pre-Pharmacy.....	64
Pre-Veterinary.....	65
Probation and Suspension	32
Professional Staff	8-9
Psychology	128, 138
Publications	55
Radio and Television Broadcasting Technology	107
Reading	138, 139, 157
Real Estate Technology	108
Recreation	130
Residential and Light Industrial Electricity	123
Respiratory Therapist	61
Robotics Technology	109
Scholarships	46-50

Science	75
Sheet Metal	123
Social Science	73
Sociology	139
Speech and Theatre	139-140
Student Conduct	51
Student Housing	50
Student Load	38
Student Records	40
Student Services	45
Tardies	34-35
Technical Education	81-109
Testing	45
Transcripts	40
Transfer Credit	37
Veteran Benefits	52
Vocational Education	111
Welding, Brazing, and Soldering	120, 178
Withdrawal from School	38







BULLETIN
Holmes Junior College
Goodman, Mississippi
39079